

3 July 2001

Training

ENLISTED INITIAL ENTRY TRAINING (IET) POLICIES AND ADMINISTRATION

Summary. This regulation prescribes policies and procedures for the conduct of enlisted IET.

Applicability. This regulation applies to all Active Component (AC) and Reserve Component (RC) enlisted IET conducted at service schools, Army training centers (ATCs), and other training activities under the control of Headquarters (HQ), United States Army Training and Doctrine Command (TRADOC). Exemptions from provisions of this regulation must be requested from and approved by HQ TRADOC, ATTN: ATTG-IT.

Supplementation. Any installation supplements to TRADOC Reg 350-6 must be approved by HQ TRADOC before issuance. Subordinate installations and organizations may issue local policy memorandums, directives, regulations, instructions, and similar guidance without the advance approval of HQ TRADOC in order to implement locally the standards and policies of TRADOC Reg 350-6. The standards and policies of TRADOC Reg 350-6

may not be changed without the advance approval of HQ TRADOC. Local implementing guidance must be consistent with the standards and policies of TRADOC Reg 350-6.

Suggested improvements. The proponent of this regulation is the Deputy Chief of Staff for Training (DCST). Send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) through channels to Commander, HQ TRADOC, ATTN: ATTG-IT, 5 Fenwick Road, Fort Monroe, VA 23651-1049. Suggested improvements may also be submitted using DA Form 1045 (Army Ideas for Excellence Program (AIEP) Proposal).

Unless otherwise stated, whenever the masculine gender is used, both male and female are included.

Availability. This publication is available only on the TRADOC Homepage at <http://www.tradoc.army.mil>.

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*This regulation supersedes TRADOC Reg 350-6, 30 Nov 98, with Change 1, 21 Jan 00; and TRADOC Reg 350-12, 14 Apr 97, with Change 1, 8 Nov 00. This regulation rescinds TRADOC Form 141-R-E (RCS ATBO-61), Trainee Abuse Report.

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Chapter 1

Introduction

1-1. Purpose. This regulation prescribes U.S. Army Training and Doctrine Command (TRADOC) guidance, policies, procedures and responsibilities for managing and conducting enlisted Initial Entry Training (IET). Enlisted IET consists of Basic Combat Training (BCT), One Station Unit Training (OSUT), Advanced Individual Training (AIT), and any other formal Army training received prior to the awarding of an initial military occupational specialty (MOS) (e.g., English as a Second Language (ESL) Course). This regulation also supports the design, development and execution of all IET programs of instruction (POIs) as well as AIT for reclassified and prior service enlisted soldiers and noncommissioned officers (NCOs).

1-2. References. Referenced and related publications are listed in appendix A.

1-3. Explanation of abbreviations and terms. Abbreviations and special terms used in this regulation are explained in the glossary.

1-4. General.

a. The goal of enlisted IET is to transform volunteers into technically and tactically competent soldiers who live by the Army Values, understand the importance of teamwork, and are prepared to take their place in the ranks of the Army.

b. The transformation of volunteers into soldiers is accomplished during a 5-phased soldierization program that begins with a soldier's arrival at the reception battalion (RECBN), and ends with the awarding of a MOS upon completion of IET.

c. The soldierization program is a tough, comprehensive process that totally immerses an IET soldier in a positive environment established and sustained by active, involved leadership. Such leadership sets high standards, provides positive role models, and uses every training opportunity to reinforce basic soldier skills.

d. Leaders must demand that IET soldiers achieve the Army standard during high quality, rigorous training. They must also demand that every IET soldier be treated with the dignity and respect entitled all soldiers.

1-5. Objectives for IET.

a. Purpose: Provide the Army with military occupational specialty qualified (MOSQ) soldiers.

(1) An IET soldier is MOSQ upon successful completion of all BCT and AIT/OSUT requirements. The MOSQ soldier can perform to standard the institutionally taught critical Skill Level 1 tasks identified by the MOS proponent.

(2) The MOSQ soldier also demonstrates a willingness to live by the Army's core values, and has the ability to work effectively as a team member under stressful conditions.

(3) The MOSQ soldier is prepared to immediately contribute to the successful accomplishment of their unit's mission, and can survive and operate effectively in a stressful tactical environment.

b. Specific objectives:

(1) Provide each IET soldier with the skills, knowledge, and attributes to immediately contribute to their unit's mission and survive in a stressful tactical environment.

(2) Provide the Army with mentally and physically fit soldiers who are capable of performing their duties in any environment under significant stress.

(3) Inculcate in the IET soldier an understanding of, and a willingness to live by, the Army's core values: Loyalty, Duty, Respect, Selfless Service, Honor, Integrity, and Personal Courage (LDRSHIP). These values will be instilled during BCT/OSUT and reinforced throughout AIT.

(4) Ensure each IET soldier understands the importance of teamwork and develops the capability to work effectively as a team member under stressful conditions.

(5) Promote and instill in the IET soldier the highest degree of individual responsibility, self-discipline, and self-respect. This includes demonstrating respect for others. The soldier accepts the Uniform Code of Military Justice (UCMJ) and other statutes and applicable rules as the standard of appropriate conduct, both on and off duty.

(6) Promote and instill in every IET soldier the professional pride, dignity, and bearing associated with being a soldier in the United States Army. This includes inculcation of the tenets of their enlistment obligation, the Oath of Enlistment, and the Soldier's Code.

(7) Teach each soldier to value health of the mind, body, and spirit, and recognize its impact on quality of life and unit readiness. This includes adherence to the objectives of the Army's Health Promotion Program (i.e., good diet, adequate exercise, abstinence from drugs and tobacco products, elimination of alcohol abuse, management of stress, regular health checkups, and spiritual and moral growth).

(8) Develop in the IET soldier the knowledge, understanding, and appreciation of Army customs, heritage, and traditions. This includes development of an understanding of the role of the Army in the defense of the United States throughout its history, and the principles upon which today's Army was founded.

c. In addition to attainment of the central objectives listed above, every IET soldier is required to meet the

qualification requirements specified in the course Student Evaluation Plan (SEP) or other appropriate course documentation. These requirements include, but are not limited to:

(1) Basic Combat Training and Phases I-III of OSUT:

(a) Complete the Army Physical Fitness Test (APFT) with a minimum of 50 points in each event, 150 points total.

(b) Qualify with individual weapon.

(c) Pass all end-of-phase tests (Phases I-III).

(d) Complete all obstacle and confidence courses as prescribed in the appropriate TSP.

(e) Complete bayonet and pugil training as prescribed in the appropriate TSP.

(f) Complete hand-to-hand combat training as prescribed in the appropriate TSP.

(g) Throw two live hand grenades and negotiate the Hand Grenade Qualification Course as prescribed in the appropriate TSP.

(h) Complete the Protective Mask Confidence exercise.

(i) Demonstrate a willingness to live by the Army's seven core values.

(j) Demonstrate the capability to operate effectively as a team member.

(k) Complete all foot and tactical road marches required by this regulation and the appropriate TSP.

(l) Complete all tactical field training and field training exercises (FTXs) required by this regulation and the appropriate TSP.

(2) Advanced Individual Training and Phases IV-V of OSUT:

(a) Pass the APFT at the ATC/TRADOC school with a minimum of 60 points in each event, 180 points total.

(b) Pass all end-of-phase tests.

(c) Demonstrate performance of MOS-specific critical tasks (tasks determined mandatory for the awarding of a MOS) as identified by the proponent school and as prescribed in the appropriate TSP.

(d) Complete all foot and tactical road marches required by this regulation and the appropriate TSP.

(e) Complete all tactical field training and FTXs required by this regulation and the appropriate TSP.

1-6. Responsibilities for IET.

a. Headquarters, TRADOC will –

(1) Establish policy for the development and conduct of IET.

(2) Manage the IET program.

(3) Evaluate IET programs.

(4) Conduct conferences, visits, and inspections as required in the execution of its IET management and evaluation responsibilities.

(5) Conduct and host two IET Commanders'/Command Sergeants' Major (CSM) conferences each year.

(6) Assess compliance with applicable POIs and TRADOC regulations at IET training sites.

b. Commandants, TRADOC service schools, will—

(1) Develop and provide training support packages (TSPs) and Training Requirements Analysis System (TRAS) documentation in accordance with (IAW) TRADOC Reg 350-70. Proponents for OSUT POIs will integrate the BCT core training identified by the BCT proponent into their OSUT POIs.

(2) Establish and maintain a working relationship by visits, conferences, videoteleconferences, and correspondence with commanders of ATCs, commandants of service schools, and commanders of training divisions conducting training in courses for which they are the designated proponent.

(3) Establish a quality assurance program IAW TRADOC Reg 350-70 to evaluate the effectiveness of training programs for which they are proponent. Evaluation will include a thorough assessment of feedback from the field, as well as an assessment of teaching methods being used at course sites.

(4) Conduct other IET programs as directed by HQ TRADOC.

(5) Establish, resource, and maintain an effective mission-oriented safety program that integrates risk management into all activities and training to protect personnel, facilities, equipment, and materiel under their charge, as well as the public and the environment, from hazards and accidents.

c. Senior IET commanders at TRADOC and non-TRADOC installations will—

(1) Ensure designated courses are taught IAW approved POIs and training materials developed by proponent schools. This includes application of IET training strategy, methods outlined in TRADOC Reg 350-70, and this regulation.

(2) Assist service schools and other task proponents in the design and development of the courses taught in the ATCs IAW TRADOC Reg 350-70.

(3) Recommend to the appropriate service school, changes to be made in training content, methods of instruction, and sequencing as identified by the ATC cadre and students.

(4) Continually evaluate the effectiveness of training to ensure soldiers are being trained to specified standards.

(5) Ensure cadre and support personnel attend the appropriate training course IAW paragraph 2-14 of this regulation.

(6) Establish responsibility at the appropriate level of command for conducting preliminary inquiries, making credibility determinations, and documenting and maintaining records.

(7) Submit trainee abuse reports to HQ TRADOC (see paragraph 2-7b).

d. The Commandant, U.S. Army Infantry School, is designated the proponent for BCT and is responsible for the following in regard to BCT, OSUT, and AIT:

(1) Identifying BCT core training to be integrated into OSUT POIs. The BCT core training will be documented in a separate annex in the OSUT POI.

(2) Coordinating with the applicable proponent schools for the development of TSPs for the accomplishment of BCT and applicable tasks within OSUT, and the fielding of new and updated TSPs as required.

(3) Evaluating new equipment for use in BCT in conjunction with appropriate proponents.

(4) Developing/revising TRADOC Pam 600-4 annually in coordination with other TRADOC schools/proponents, and providing a copy to the Army Training Support Center for publication and distribution.

(5) Conducting and hosting an annual BCT conference.

e. Commanders responsible for OSUT, in addition to carrying out the requirements for school commandants listed in paragraph b above, will include the BCT core training in their OSUT course. This instruction may be integrated into MOS training, however, the OSUT POI must document where and how it is conducted. One Station Unit Training blocks of instruction that incorporate the tasks taught in BCT must list the enabling and terminal learning objectives for those BCT tasks.

f. Commander, U.S. Army Element, Defense Language Institute, English Language Center (DLIELC), ESL Course, will adhere to the TRADOC policies in appendix B when training pre-BCT/OSUT soldiers. Commander, Defense Language Institute, Foreign Language Center (DLIFLC) will adhere to the policies outlined in appendix C.

Chapter 2 Soldierization Program

2-1. General. Initial Entry Training develops volunteers into soldiers and delivers these quality soldiers to the operational force through a comprehensive, 5-phased soldierization program.

2-2. Phased training.

a. Phases and associated goals provide intermediate objectives that give common direction and serve as milestones during IET. The training cadre informs IET soldiers of the goals and standards for each phase of training. Movement from each phase is viewed as a “gate” for each soldier. The training cadre evaluates each soldier’s performance by the standards for each phase before advancing to the next phase. The five training phases and associated goals and privileges are shown at table 2-1.

b. The first three phases of IET are associated with BCT, and the BCT portion of OSUT. The last two phases are associated with AIT and the MOS training portion of OSUT. In OSUT courses, Phases III and IV may be combined. This will generally depend on how early in the course MOS training begins, and whether basic skills testing is conducted at mid-cycle or end-of-cycle. The senior IET commander can adjust the established phase length to ensure soldiers are trained to the course standards.

Table 2-1
IET phases, training goals, and privileges*

PHASE	I	II	III	IV	V	V +
	Basic Combat Training (BCT)			Advanced Individual Training (AIT)		
	One Station Unit Training (OSUT)					
WEEKS	1 THRU 3	4 THRU 6	7 THRU 9	10 THRU 13	14 THRU 20	21 THRU COMPLETION
COLOR DESIGNATION	RED	WHITE	BLUE	BLACK	GOLD	GOLD
GOALS						
PASS PHASE TESTS	X	X	X	X	X	
CONFORM TO STANDARDS	X	X	X	X	X	X
OPERATE AS A TEAM MEMBER	X	X	X	X	X	X
ATTENTION TO DETAIL	X	X	X	X	X	X
MASTER BASIC SKILLS	X	X	X	X	X	X
MAINTAIN INDIVIDUAL/PLATOON AREAS	X	X	X	X	X	X
DEVELOP PHYSICAL FITNESS	X	X	X	X	X	X
DEMONSTRATE SELF DISCIPLINE		X	X	X	X	X
DEMONSTRATE THE CAPABILITY TO COPE WITH STRESS	X	X	X	X	X	X
IMMERSE IN ARMY VALUES	X	X	X			
REINFORCE VALUES	X	X	X	X	X	X
DEMONSTRATE VALUES			X	X	X	X
QUALIFY WITH RIFLE		X				
COMPLETE APFT (150 PTS/50 PER EVENT)			X			
COMPLETE POI REQUIREMENTS			X	X	X	X
LEVEL OF SUPERVISION	TOTAL CONTROL	REDUCED CONTROL	REDUCED CONTROL	REDUCED CONTROL	REDUCED CONTROL	SIMILAR TO PERMANENT PARTY
PASS APFT (180 PTS/60 PER EVENT)					X	X
OPERATIONAL UNIT ENVIRONMENT					X	X
PRIVILEGES *						
TOTAL CONTROL	X					
RESTRICTED TO COMPANY AREA	X					
ESCORTED TO PX BY DRILL SGT	X					
BRIGADE AREA PASSES		X	X	X	X	X
ON-POST PASS			X	X	X	X
OFF-POST PASS			FAMILY DAY: CAN RECEIVE OVERNIGHT PASS WHEN ACCOMPANYING FAMILY	X	X	X
OVERNIGHT PASS			AFTER GRAD		X	X
WEAR CIVILIAN CLOTHES					X	X
DRIVE OR RIDE IN POV			Para 2-3c(3)(c)	Para 2-3c(3)(d)	Para 2-3c(3)(e)	X
ALCOHOL USE FOR SOLDIERS OF LEGAL AGE (NOT IN THE PRESENCE OF IET SOLDIERS IN PHASES I-V)						X
TOBACCO USE (NOT IN THE PRESENCE OF IET SOLDIERS IN PHASES I-V)						X
* Privileges are earned and can be reduced or modified based on soldier performance and discipline.						

(1) Phase I is designated as the “Red” phase. This phase encompasses weeks 1-3 of IET and is characterized by an environment of total control where active, involved, positive leaders begin transforming volunteers into soldiers. Training during this phase is focused on immersion in the Army’s core values, traditions, and ethics; the development of individual basic combat skills; the development of teamwork; and physical fitness training. The goals for soldiers in Phase I include, but are not limited to:

- (a) Pass Phase I test.
- (b) Pay strict attention to detail.
- (c) Conform to established standards.
- (d) Begin to work effectively as a team member.
- (e) Master basic skills.
- (f) Maintain individual and platoon areas.
- (g) Develop physical fitness consistent with time in training.
- (h) Receive an introduction to the Army’s values, history, heritage, and traditions.
- (i) Demonstrate the capability to operate effectively in a stressful environment.

(2) Phase II is designated as the “White” phase. This phase encompasses weeks 4-6 of IET. This phase is centered on the development of basic combat skills, with special emphasis on weapon proficiency and physical fitness training. Skill development, self-discipline, and team building characterize phase II, along with a lessening of control commensurate with demonstrated performance and responsibility. Soldiers receive additional instruction on Army values, ethics, history, and traditions. The goals for IET soldiers in Phase II include, but are not limited to:

- (a) Pass the Phase II test.
- (b) Conform to established standards.
- (c) Display self-discipline.
- (d) Qualify with the M16A2 rifle or assigned weapon.
- (e) Develop physical fitness consistent with time in training.
- (f) Continue to develop capability to work as a team member under stressful conditions.
- (g) Receive reinforcement training on Army history, heritage, and traditions; articulate the Army’s values.

(3) Phase III is designated as the “Blue” phase. This is the last phase of BCT and encompasses weeks 7-9 of IET. This phase concentrates on individual tactical training, increased soldier leadership, increased self-discipline, and the IET soldier’s understanding of the importance of teamwork. This phase culminates with the application of all skills learned in BCT during a 72-hour FTX. This exercise is designed to stress IET soldiers physically and mentally, and requires each soldier to demonstrate their proficiency of basic combat skills in a stressful tactical field environment while operating as part of a team. In BCT, successful demonstration of all phase III skills will be commemorated by a “rite of passage” ceremony, marking the transformation from volunteer to soldier. In OSUT,

transition from phase III to phase IV will be marked with an appropriate ceremony. The goals for soldiers in Phase III include, but are not limited to:

- (a) Conform to Army standards.
- (b) Complete the APFT to BCT standard (50 points each event, 150 points total).
- (c) Complete all BCT POI requirements.
- (d) Demonstrate the ability to think, look, and act like a soldier without detailed supervision.
- (e) Demonstrate knowledge of the Army’s values, history, heritage, and traditions.
- (f) Demonstrate the capability to operate effectively as a team member under stressful conditions.

(4) Phases IV and V of the soldierization program occur in AIT and OSUT and are characterized by lessening of control and increased emphasis on personal responsibility and accountability. Initial entry soldiers also receive reinforcement training on Army Values and teamwork and an introduction to the history, heritage, and traditions of their specialty branch. This lessening of control, expansion of privileges, and focus on MOS skills are all part of the evolutionary process marking the transformation from volunteer to soldier.

(a) Phase IV begins at the start of the 10th week and continues to the end of the 13th week. It is characterized by reduced supervision by drill sergeants, reinforcement training on common skills, values, and traditions taught in BCT, and increased emphasis on MOS tasks. Upon arrival at the AIT unit, IET soldiers starting AIT will receive initial counseling. This session will be used to establish goals consistent with the soldier’s MOS training requirements as prescribed in the appropriate POI and this regulation.

(b) Phase V begins at the start of the 14th week and continues until completion of IET or the 20th week of training. It is characterized by reinforcement training on common skills, training and evaluation of MOS skills, a leadership environment that simulates the environment in an operational unit, and a culminating tactical FTX that integrates common and MOS tasks. This exercise is designed to reinforce the basic combat skills learned in BCT, and their application to the soldier in the execution of MOS-related duties in a tactical field environment.

(c) Phase V+ begins at week 21 and continues through completion. Phase V+ soldiers will be billeted separately from other IET soldiers and, at the commanders’ discretion, privileges will approximate those held by permanent party soldiers. On installations where separation from other IET soldiers is not possible, use of tobacco and alcohol will be restricted. Graduates of IET who attend follow-on training prior to arriving at their gaining unit will comply with the same requirements. Graduates of DLIFLC will retain their Phase V+ privileges (see app C) during their AIT.

(d) Initial Entry Training commanders may implement Fast Track programs as described in appendix D. Fast Track programs recognize the superior capabilities of selected IET soldiers, and provide them opportunities for additional MOS training and early promotion.

(5) Graduation from OSUT/AIT signifies successful completion of the first five phases of the soldierization program. Units conducting AIT will conduct an appropriate branch pinning ceremony in conjunction with the awarding of the MOS.

c. The following formal counseling requirements will be met for all IET soldiers:

(1) Company commanders will ensure subordinate leaders counsel soldiers within 72 hours of arrival at the training unit.

(2) Soldiers are counseled at the conclusion of each phase of training.

(3) Counseling includes an objective evaluation of the soldier's progress, adherence to Army Values, capability to operate as a team member, and establishment of attainable goals for the next phase of training.

(4) Soldiers are counseled on the provisions for additional training should they not be able to meet established standards and requirements (e.g., new start, rehabilitative transfer, remedial training).

(5) All performance counseling will be documented on DA Form 4856 (Developmental Counseling Form) or on a locally produced form.

d. Installations will use phase banners to distinguish a platoon's phase of training and recognize the passage of a platoon from one phase to another. Guidons are not authorized at the IET platoon level IAW Army Regulation (AR) 840-10.

(1) Local programs will be established that govern the awarding, carrying, and displaying of platoon banners.

(2) Banners will be attached to a standard 7-foot flagstaff (marker and marker pennant's flagstaff). The flagstaff head (finial) will be an acorn to distinguish it from the company guidon.

(3) Banners will be made of nylon bunting.

(4) Banners will be solid colors.

(5) Color designations for the five IET phases are:

(a) Red for Phase I.

(b) White for Phase II.

(c) Blue for Phase III.

(d) Black for Phase IV.

(e) Gold for Phase V.

(6) Banners will be swallow-tailed in shape. The finished dimensions will be 18 inches high by 30 inches wide with the "V" 5 inches deep. The hem on the 18-inch straight side will provide a pocket designed to fit a flagstaff. The other hems will be 1-inch deep.

(7) At AIT installations where IET platoons include Phase IV and Phase V soldiers in the same platoon, the senior IET commander is authorized to exempt those platoons from using phase banners.

(8) Platoon achievement streamers may be used with the banners to recognize achievement in various platoon level training events/activities.

2-3. Amount and type of control/phase privileges.

a. During IET, the cadre leadership should evolve from total control over soldiers to the point where it duplicates the leadership environment in operational units. This gradual change supports the soldierization program, yet lets the drill sergeant gauge how self-disciplined the soldiers are and maintain or relinquish control accordingly.

b. A period of total control (e.g., continuous cadre supervision, soldiers restricted to company area, limited free time) will be enforced during phase I of IET.

c. Privileges/limitations for IET soldiers.

(1) Privileges granted in IET will support the phase training program, which establishes intermediate goals to facilitate the transformation from volunteer to soldier. Specific privileges will be associated with each phase of training as incentives, and soldiers will be eligible for these privileges as they progress in training. However, the decision to award privileges will be based on an individual's performance and the privileges authorized for that specific phase of training. Commanders may authorize full or limited phase privileges based on the individual soldier's performance. Soldiers will be given additional freedom as they demonstrate more self-discipline and the ability to accept responsibility. These are privileges, not rights, and as such, can be withheld, modified, or withdrawn based upon performance, mission, and program requirements.

(2) Wearing of civilian clothes is strictly limited during IET. Local Standard Operating Procedures (SOPs) will govern attire for IET soldiers departing on emergency leave prior to deferred issue. When time and facilities permit, the soldier will be issued a Class A uniform before departing on emergency leave.

(3) The following privileges are the maximum allowed and, as such, commanders can be more restrictive. Commanders may not add to the authorized list of privileges within phases. Less restrictive standards will be requested as exceptions to policy from HQ TRADOC, ATTN: ATTG-IT.

(a) Phase I, weeks 1 through 3. No passes are permitted and IET soldiers are restricted to the company area. The IET soldiers will only be allowed outside the company area when in formation or escorted by a cadre member. A drill sergeant will escort IET soldiers in this phase to the Post Exchange (PX). Soldiers are prohibited from driving or riding in privately owned vehicles (POVs), and from wearing civilian clothes. They are also prohibited from consuming alcoholic beverages and using tobacco products.

(b) Phase II, weeks 4 through 6. Passes in brigade area may be authorized (outside brigade area, in formation and escorted only). This modification is used as a reward for excellent achievement as determined by the battalion commander for use of theaters, swimming pools, etc., which may not be available within the brigade area. In this phase, IET soldiers are prohibited from driving or riding in POVs, and from wearing civilian clothes. They are also prohibited from consuming alcoholic beverages and using tobacco products.

(c) Phase III, weeks 7 through 9. On-post passes may be authorized. Off-post overnight passes may be authorized in support of family day activities the day prior to graduation provided the soldier is signed out by a responsible family member. Upon the brigade/battalion commander's discretion, IET soldiers may ride with family members in POVs on family day, graduation day, and/or ship day from BCT if those same family members are carrying their respective soldier to AIT. The IET soldiers in this phase are prohibited from wearing civilian clothes, and using alcohol and tobacco products.

(d) Phase IV, weeks 10 through 13. Off-post day passes on weekends (Saturday and Sunday) may be authorized. Initial entry soldiers must remain within a 50-mile radius of the post, and all passes must end not later than (NLT) 2200. Initial entry soldiers will wear the proper military uniform while on pass (includes off-post passes) and are prohibited from driving POVs. They may ride in POV of parent, legal guardian, or spouse while on pass; no other riding in POV is authorized. Initial entry soldiers are prohibited from using alcohol and tobacco products.

(e) Phase V, weeks 14 through 20. Off-post and overnight passes on weekends may be authorized. Local commanders will impose distance limitations; however, all passes must end NLT 8 hours prior to the next training day. Uniform for off-post passes is at the commander's discretion. Initial entry soldiers are prohibited from using alcohol and/or tobacco products, and from driving POVs. Initial entry soldiers may ride in POV of parent, legal guardian, or spouse while on pass; no other riding in POV is authorized.

(f) Phase V+, week 21 through completion. The following policy applies:

- Phase V+ soldiers (at week 21) will be billeted separately from other IET soldiers.
- At the commander's discretion, privileges will approximate those held by permanent party soldiers.
- On installations where separation from other IET soldiers is not possible, use of tobacco and alcohol will be restricted.
- Graduates of DLIFLC arriving at AIT will retain their Phase V+ privileges (see app C).

(g) Soldiers who are reclassified after failing to obtain an MOS may retain their previously earned phase privileges after being evaluated by the gaining AIT unit. This evaluation should be completed within two weeks of the soldier signing into the unit. Until the evaluation is complete, the soldier will start with Phase IV privileges.

(4) Normally, IET soldiers are not granted leave between BCT and AIT unless they meet one of the following requirements:

(a) Soldiers are attending an AIT course of 24 weeks or longer. These courses have a one-week delay built into the Army Training Requirements and Resource System (ATRRS) between their BCT graduation date and their

AIT report date. Soldiers may elect to take up to one week of leave, or report directly to AIT upon graduation from BCT. The losing BCT site will coordinate with the gaining AIT installation for early arrival.

(b) Soldiers graduating from BCT in December with an AIT start in January.

(c) Soldiers taking EXODUS leave during BCT are not authorized to take any additional leave between BCT graduation and the start of AIT (this includes AIT courses that are 24 weeks or longer).

(d) Battalion commanders may grant exceptions on a case-by-case basis.

2-4. Constructive credit.

a. The IET requirements are established to produce the high quality soldier demanded in today's Army. Only in extraordinary circumstances will constructive credit for these requirements be granted.

b. The installation commander may grant constructive credit to an entire class or an individual soldier for a missed training event. For example, a class may receive constructive credit for an event missed due to severe weather conditions for which time and/or resources preclude rescheduling and execution. An individual may receive constructive credit for a missed training event due to circumstances beyond his/her control such as illness, injury, emergency leave, etc.

c. Every effort must be made to reschedule and conduct the missed training before a decision to provide constructive credit is made. This credit will be selectively used, and only in those cases where there is a clear demonstration that the soldier meets or exceeds the IET graduation standards.

d. Constructive credit authority resides at the TRADOC ATC or installation commander level, and may be delegated no lower than the IET brigade commander level. For those training sites located at non-TRADOC installations, this authority will reside with the first general officer in that school's chain-of-command.

2-5. Initial Entry Training environment.

a. An effective soldierization program results from the IET soldier's total immersion in a positive environment established and sustained by active, involved leadership. This environment sets high standards, provides positive role models, and uses every training opportunity to reinforce essential soldier skills. Initial Entry Training begins with the soldier's arrival at the training company on Reception and Integration Day, and continues through AIT or OSUT graduation. Officer and NCO leadership is the cornerstone of a positive IET environment and a successful soldierization program.

b. Investment strategy in IET.

(1) The U.S. Army's motivated and professional IET cadre can train almost anyone who has the mental and physical capacity to complete IET. Each cadre member accepts responsibility for providing a positive environment in which new soldiers have every opportunity to succeed.

(2) Cadre will train their soldiers by building on and affirming their strengths and shoring up their weaknesses. It is imperative that unit cadre establish high standards of performance and insist their soldiers meet these standards. Cadre members coach, mentor, and assist their soldiers in meeting the standards through performance counseling and phase goal setting. Discharging soldiers because they fail to meet certain standards, when additional coaching could bring them up to par, is not in keeping with the intent of the investment strategy. The investment strategy raises the individual to the standard; it does not lower the standard for the individual.

2-6. Treatment of IET soldiers.

a. Initial entry soldiers will be addressed as “Soldier,” “Private” (or appropriate rank), or by last name.

b. Soldiers will not be addressed by gender (such as “you female(s)...”).

c. Initial entry soldiers will be treated with the same fairness, respect, and regard for dignity accorded to all soldiers.

d. Soldiers must develop a capacity to cope with stress. Most stress should come from the requirement to meet standards on a wide range of diverse tasks in a short amount of time.

e. Hazing is prohibited.

(1) Hazing is defined as any conduct whereby a military member or members, regardless of rank, causes another military member, regardless of rank, to suffer or be exposed to any activity which is cruel, abusive, humiliating, oppressive, demeaning, or harmful. Soliciting or coercing another to perpetrate any such activity is also considered as hazing. Hazing need not involve physical contact among or between military members; it can be verbal or psychological in nature. Actual or implied consent to acts of hazing does not eliminate the culpability of the perpetrator. Hazing is an offense punishable under the UCMJ.

(2) This definition can include, but is not limited to, the following: playing abusive tricks; threatening or offering violence or bodily harm to another; striking; branding; tattooing; any consumption of alcohol, drug, or tobacco product; or causing the harmful, excessive, or abusive consumption of food or any other substance.

(3) Hazing does not include command-authorized mission or operational activities, the requisite training to prepare for such missions or operations, administrative corrective measures, extra military instruction, command-authorized physical training (PT), and other similar activities that are authorized by the chain-of-command. (Corrective training is a key component of the investment strategy.)

f. Degrading soldiers by use of vulgar, sexually explicit, obscene, profane, humiliating, racially, sexually or ethnically slanted language is prohibited.

g. Physical contact with soldiers for disciplinary or other reasons is prohibited, except where the safety of the IET soldier is in question (e.g., heat exhaustion, physical injury, etc.). Physical contact when making corrections directly related to training is permitted. Cadre are not

required to ask the soldier’s permission to make necessary corrections.

h. Physical exercises listed in FM 21-20 may be used as corrective action for minor infractions. Other exercises will not be used.

(1) Only drill sergeants, uniformed military instructors, and the soldier’s immediate chain-of-command are authorized to employ physical exercise for corrective action.

(2) Initial entry soldiers occupying soldier leadership positions are prohibited from administering physical exercise as corrective training.

(3) The use of physical exercises in this manner is an attention getting device and unrelated to remedial PFT. The number of repetitions of any exercise must be commensurate with the soldier’s physical conditioning progression. All corrective action will be administered within the limits of the soldier’s profile.

(4) The soldier’s performance must be supervised. The decision to use exercise as corrective action must include a consideration of climatic conditions.

i. Soldiers will be given a reasonable time to eat their meals. Depriving soldiers of meals or restricting meal choices is prohibited as a form of discipline. Drill sergeants and cadre are not authorized to select menu items for IET soldiers as a means of diet control.

j. Sexual harassment, fraternization, or unprofessional association are explicitly forbidden IAW AR 600-20 and may violate local installation regulations. Such offenses may be punishable under the UCMJ.

k. Initial entry soldiers will be given the opportunity to contribute to approved charities and welfare campaigns in the same way as other soldiers. However, commanders will obtain legal advice from their servicing Staff Judge Advocate (SJA)/Ethics Counselor prior to conducting any fundraising events.

l. Initial entry soldiers will not be required or encouraged to purchase common use items or cleaning supplies with their own funds (e.g., billets’ cleaning supplies, weapons cleaning items, tools, irons or other common use items). Supplies or tools needed to perform routine cleaning and maintenance tasks will be obtained through unit supply channels. Initial entry soldiers will not be required to purchase any issue items unless they lost an item issued to them.

m. Soldiers are to be treated with dignity and respect by civilian employees. Civilian employees may be disciplined if they are discourteous to soldiers, or use abusive or offensive language/gestures in the presence of soldiers. Officers, NCOs, and civilian supervisors will be especially vigilant and correct or report improper actions and attitudes of employees toward soldiers.

2-7. Trainee abuse investigation and reporting.

a. Trainee abuse (see glossary, sec II) in any form is unacceptable. It destroys a positive training environment and ignores Army Values. Preventing, discovering, and tracking trainee abuse is a top priority for TRADOC. All IET commanders are charged with this mission.

b. Guidelines for reporting soldier maltreatment and trainee abuse incidents through command and Provost Marshal channels are set forth respectively in AR 190-40 and HQ TRADOC Policy Memorandum, ATCS-EOC, 28 Apr 97, subject: TRADOC Operations Reporting (TRADOC OPREP). Commanders are responsible for reporting trainee abuse allegations as defined in these guidelines. TRADOC Emergency Operations Center will forward TRADOC Operations Reports (OPREPs) concerning trainee abuse to the TRADOC Assistant Chief of Staff for Operations and the TRADOC SJA. The TRADOC OPREPs will provide the initial data for the TRADOC trainee abuse report.

c. Commanders will promptly conduct a preliminary inquiry into every trainee abuse allegation, regardless of the nature, magnitude, or source of the complaint. For some allegations, a quick and informal interview of the complainant and any witnesses may be all that is required. Other allegations may require more extensive command or law enforcement investigation. Commanders are encouraged to consult with their legal advisor when conducting inquiries or evaluating evidence.

d. Commanders will document and maintain records of all preliminary inquiries into trainee abuse cases, including those determined by the commander not to be credible. Commanders/Installation SJAs will provide supplemental information on all trainee abuse OPREPs to TRADOC SJA in an accurate and timely manner. If, after conducting a preliminary inquiry, a commander determines that a trainee abuse allegation is not credible, the case will be removed from the TRADOC Trainee Abuse Report.

e. Suspension of a drill sergeant is required by AR 614-200 "when a serious incident occurs that requires an investigation." This includes investigations conducted IAW AR 15-6, or those conducted by the Criminal Investigative Division (CID) or a Military Police Investigator. Commanders should not automatically suspend drill sergeants or other cadre simply because they are pending a preliminary inquiry into a trainee abuse allegation. Commanders will make suspension decisions based upon the facts of each case and may suspend individuals pending a preliminary inquiry if it will aid the inquiry, benefit the training environment, or for other valid command reasons.

f. Terms of reference.

(1) Credible allegations. Trainee abuse allegations are "credible" when a commander determines that it is "more likely than not" that the abuse occurred. The commander may make this determination only after a preliminary inquiry, an administrative investigation, or a law enforcement investigation. Commanders should find allegations credible if, after considering all evidence available, the evidence points to a particular conclusion as being more credible and probable than any other conclusion. The number of witnesses or volume of physical evidence does not determine the weight given to the evidence. Commanders should consider all the evidence and evaluate such factors as the witness's demeanor, opportunity for knowledge, information possessed, ability to recall and relate events, and other indications of truthfulness.

(2) Non-credible allegations. Trainee abuse allegations are "non-credible" when a commander determines that it is "more likely than not" that the abuse did not occur. The commander may make this determination only after a preliminary inquiry, an administrative investigation, or a law enforcement investigation.

(3) Preliminary inquiry.

(a) Rule for Courts Martial 303 states that, "Upon receipt of information that a member of the command is accused or suspected of committing an offense or offenses triable by court-martial, the immediate commander shall make, or cause to be made, a preliminary inquiry into the charges or suspected offenses."

(b) The preliminary inquiry is usually informal. It may be an examination of the charges and an investigative report, or other summary of expected evidence. In other cases, a more extensive investigation may be necessary.

(c) The commander may conduct the investigation personally or with members of the command. In serious or complex cases, the commander should consider whether to seek the assistance of law enforcement personnel in conducting any inquiry or further investigation. The inquiry should gather all reasonably available evidence bearing on guilt or innocence, and any evidence relating to aggravation, extenuation, or mitigation.

2-8. Integration of male and female soldiers.

a. For all MOSs and/or courses open to female soldiers, IET is gender-integrated to the squad level. All soldiers, regardless of gender, train to a single standard - the Army standard. Performance requirement differences, such as Army physical fitness test scoring, are based on physiological differences and apply to the entire Army. Integrating training at the lowest levels, in an environment where control and supervision are maximized, enhances the ability of the training base to deliver a soldier fully prepared to take his/her place in the ranks of an integrated Army.

b. Formation of single-gender companies or platoons is not authorized. The same POI will be used for males and females. Male and female soldiers may be housed in the same building provided there is physical separation of sleeping and latrine facilities. The intent is to maintain, to the maximum extent feasible, company integrity within a barracks. Integration of males and females on the same floor without a physical barrier between the male and female sleeping and latrine areas is prohibited.

2-9. Separate and secure environment.

a. Physical security measures:

- (1) Each gender has an independent sleeping area.
- (2) Each gender has its own latrine.
- (3) Each gender has its own entrance to the living area.
- (4) Entrances to sleeping areas are monitored by fireguards during sleeping hours.
- (5) Door alarms installed. Doors will be locked if so equipped.

(6) Fire-safe barrier wall placed between the genders (same floor) and alarmed. If conditions for fire-safe barriers cannot be met, genders will be separated by floor, wing or building.

b. Supervisory measures:

(1) Noncommissioned officers supervise the barracks around the clock.

(a) Drill sergeants will serve as Charge of Quarters (CQ) on duty during sleeping hours in BCT and the BCT portion of OSUT. Soldiers in the rank of sergeant (E5) and above may serve as CQs in the RECBN.

(b) Noncommissioned officer cadre members, to include instructors, company personnel, and drill sergeants, can serve as CQs during sleeping hours in AIT and the AIT portion of OSUT.

(2) The CQ may be assisted by two enlisted soldiers who serve as "runners", and who maintain entrance security when the CQ conducts inspections. The two runners must be of the same gender, but do not need to be of the same gender as the CQ.

(3) Each gender-separate living area will have two fireguards who ensure no unauthorized personnel enter the area during sleeping hours.

(4) Duty officers and NCOs from the company, battalion, and brigade headquarters will conduct periodic checks.

(5) All soldiers will sleep in PT shorts and shirt.

(6) If an inspector is not of the same gender as the soldiers in the living area being inspected, the inspector must be accompanied by personnel of the same gender as the inspected area.

(a) In BCT, OSUT (Phases I, II, and III), and RECBN units, the personnel accompanying the drill sergeant or inspector cannot be an IET soldier.

(b) For OSUT (Phases IV and V), AIT, and DLIFLC, the person accompanying the drill sergeant or inspector may be an IET soldier, and could be one of the soldiers serving as a fireguard in the bay being inspected.

(7) During "lights out," only cadre leadership are allowed in the barracks.

c. On a case-by-case basis, AIT installation commanders and commandants may request from HQ TRADOC, ATTN: ATTG-IT, an exception to the physical security and supervisory measure requirements of the separate and secure policy. Commanders must certify that every attempt was made to comply with this policy, and its execution was found to be impracticable for units with small gender populations.

2-10. Buddy system.

a. The buddy system establishes policy for the pairing of IET soldiers into teams for the following reasons:

(1) Mutual support and assistance.

(2) Teaching teamwork.

(3) Development of a sense of responsibility and accountability for fellow soldiers.

(4) Improving safety during training.

(5) Reducing the likelihood and opportunity for sexual harassment, misconduct, and suicide gestures or attempts.

b. Soldiers are introduced to the buddy team system at the RECBN. Initial entry soldiers are formed into two-person teams upon arrival at the training unit. A buddy team may consist of three personnel in order to ensure all soldiers are part of a buddy team. Team members learn to help one another in all aspects of training. This aids in the development of individual initiative, responsibility, and dependability. As a minimum, installation commanders will establish a buddy system in IET following these guidelines:

(1) Drill sergeants will assign buddy teams after the IET soldiers arrive at the platoon, but before formal training begins.

(2) Unit cadre will instruct IET soldiers on the purpose and rules of the buddy system.

(3) Buddy team changes from the initial pairings should be limited.

(4) Buddy teams will participate in training, CQ, and other activities together, when feasible.

(5) Buddy teams will not be required to attend sick call or personal appointments together. Cadre will pair other soldiers of the same gender who are also reporting to sick call.

(6) Soldiers in Phase V+ (weeks 21 through completion) will not be required to be with their buddy after the end of the established duty day, unless approaching a cadre member for assistance.

(7) Male-female buddy teams are only authorized when there is only one IET soldier of a particular gender, and a same-gender battle buddy is not available. For example, a solitary female soldier would be teamed with two male soldiers; a solitary male soldier would be teamed with two female soldiers.

2-11. Military appearance.

a. All Class A uniforms will be issued during Phase II and properly fitted to the soldier prior to completion of IET. Drill sergeants will be present during fitting to ensure proper fit. Commanders will hold sufficient Class A inspections so that necessary refitting can be scheduled prior to the end of the training cycle.

b. IET soldiers must wear the Class A uniform at regular intervals to demonstrate to cadre satisfaction that they know the proper way to wear the uniform. Proper wear of headgear and tie will be emphasized. Before soldiers leave the IET area, cadre will ensure soldiers' uniforms are clean, pressed, and worn properly.

c. The cadre will stress the importance of maintaining standards in both appearance and actions, especially when in the civilian community. Soldiers must understand that they represent the Army when they appear in public in uniform.

d. Army policy prohibits any tattoo or brand on the face, neck, or head. Any other tattoos/brands that are visible and detract from a soldierly appearance while wearing the Class A uniform or are prejudicial to good order and discipline are also prohibited. The TRADOC policy concerning tattoos and brands is in appendix E. This policy applies to all non-prior service or prior service active, reserve, and National Guard soldiers.

2-12. Soldierization and reinforcement training in AIT/OSUT.

a. Initial entry soldiers must continue to receive the same strong emphasis on soldierization throughout AIT/OSUT that was present during BCT. This is to be accomplished through reinforcement training (focusing on drill and ceremonies, Army Values, teamwork, customs and courtesies, and wear of the uniform), inspections, increased demand of personal responsibility, a progressive PFT program, and role modeling by the drill sergeant and cadre.

b. Physical fitness requirements increase in AIT and the AIT portion of OSUT. Physical fitness training intensity will be increased throughout the cycle to meet the soldier's expectations and challenge the soldier's ability.

c. Command inspections will be conducted in the Class A uniform to ensure all soldiers maintain proper military appearance during IET.

d. The soldierization program in OSUT continues during all phases, with the basic soldiering skills being trained, reinforced, and evaluated throughout the POI.

e. Basic soldiering skills will be reinforced during AIT. Specifically, soldiers will be trained and evaluated on the Skill Level 1 tasks included on the annual Common Task Test (CTT). Units unable to test soldiers on specific CTT tasks due to non-availability of required material will select replacement task from appropriate Soldier's Manuals of Common Tasks. A commander in the rank of lieutenant colonel or above must approve use of replacement task.

f. Commanders are required to provide quarterly reinforcement training to IET soldiers on the Army Values

and the human relations subjects introduced to them in BCT. Basic Combat Training TSPs can be accessed at the Fort Benning file transfer protocol site <ftp://192.153.150.25/IET/>. Drill sergeants will be the primary instructors for this training, supplemented with cadre/instructors to assist, as needed. Training will be conducted in platoon-size elements or smaller.

g. Initial entry soldiers will receive training on designated subjects based on the length of their course/cycle. The three reinforcement training plans are depicted in table 2-2.

h. In courses greater than 23 weeks in length, commanders have the discretion to modify or adjust the number of subjects taught in the additional quarterly reinforcement training sessions if course completion will occur prior to the end of a full quarter. When determining which subjects should be taught, the commander should base the decision on the number of training weeks included in that quarterly period, and on the particular subjects he/she believes need to be reinforced with his/her soldiers.

2-13. Initial Entry Training cadre/support personnel training.

a. In addition to drill sergeants, other IET unit cadre have major roles in creating and maintaining a positive IET environment that assists with the transition from volunteer to soldier. Drill sergeant training is conducted IAW TRADOC Reg 350-16. Training of other IET cadre/support personnel will be conducted in the following four courses:

(1) TRADOC Pre-Command Course (TRADOC PCC).

(2) Cadre Training Course (CTC).

(3) Support Cadre Training Course (SCTC).

(4) Installation Staff Contractor's Training Course (ISCTC).

b. Specific implementation guidance on the training required for all IET cadre and support personnel is provided at appendix F.

Table 2-2
Reinforcement training

Subjects/Hours	IET Weeks 10-17	IET Weeks 18-32	IET Weeks 33-completion
Museums (Branch related)/2 hours	X		
Branch History/1 hour	X		
Army Core Values/1 hour	X	X	Quarterly
Equal Opportunity (EO)/Prevention of Sexual Harassment (POSH)/4 hours		X	Quarterly
Comply with Uniform Code of Military Justice (UCMJ)/1 hour		X	Quarterly
Spiritual/Emotional/ Mental Fitness/1 hour		X	Quarterly
Serve as a Member of a Team/3 hours		X	Quarterly
Manage Personal Finances/2 hours		X	
Rape Prevention/1 hour		X	

2-14. Risk management. Commanders and trainers of IET soldiers will utilize the principles and procedures established in FM 100-14, Risk Management. Commanders will ensure cadre receive risk management training prior to their assuming sole control over the IET soldier. The risk management process assists commanders in making informed, conscious decisions on eliminating unnecessary risks and in accepting residual risks inherent in accomplishing the mission.

2-15. After Action Reviews (AARs) and sensing sessions.

a. Initial Entry Training commanders will establish a program for the conduct of AARs and sensing sessions for each training cycle (or class in AIT). The AARs are for cadre, and the sensing sessions are for IET soldiers. The purpose is to provide all levels of command an assessment of the training program, to include the strengths and weaknesses of the organization.

b. After Action Reviews will:

(1) At a minimum, be conducted at company and battalion level.

(2) For BCT/OSUT, company level AARs will be held at the end of each phase. Battalion level AARs will be held at the end of each cycle.

(3) For AIT, the senior IET commander will determine the appropriate intervals for conduct of AARs.

(4) The focus of the AARs must be on the quality of the training program, not on company averages or other numerical comparisons.

c. The commander will conduct the AARs and will review, as a minimum, performance in the following areas:

- (1) Phase goals and objectives.
- (2) Quality of values training.
- (3) Quality of teamwork development effort.
- (4) Basic rifle marksmanship program.
- (5) Individual tactical training periods.
- (6) Physical fitness training program.
- (7) Field training exercise.
- (8) Phase Testing.
- (9) Discharges and restarts by type.
- (10) Stress identification and management.
- (11) Management of the heat/cold injury prevention program.
- (12) Training injuries, safety program, and risk management.
- (13) Treatment of soldiers by cadre.
- (14) Quality of committee group instruction.
- (15) Quality of facilities used by soldiers.
- (16) Conduct of reinforcement training.
- (17) Unit equal opportunity and prevention of sexual harassment programs.
- (18) Integration and reception.
- (19) Nuclear, biological, and chemical training.

d. Sensing sessions with IET soldiers are an effective means for assessing command climate and provide leadership a forum for identifying and resolving problems.

(1) At a minimum, sensing sessions will be conducted at the company and battalion level.

(2) Sensing sessions will be held at mid-course and at the end of each cycle.

2-16. Tobacco cessation policy for IET.

a. Initial entry soldiers will not use tobacco products. This policy is in effect when the soldier arrives at the RECBN and remains in effect until the soldier graduates from IET or reaches Phase V+, 21-plus weeks. Exceptions to this policy are not permitted. The commander may authorize smoking privileges for reclassified and prior-service soldiers returning to AIT or Phase IV of OSUT as part of a reclassification or enlistment action. These soldiers will adhere to the requirements outlined in paragraph 2-17a(2) below.

b. All cadre and soldiers with permanent party privileges will be prohibited from using tobacco products in areas where IET soldiers are likely to observe such use.

c. Sales of tobacco products from vending machines in IET areas will be eliminated to the extent possible, consistent with the requirements of existing contracts.

d. Instruction on the adverse impact tobacco use has on health and readiness is presented to BCT and OSUT soldiers as prescribed in the physical readiness training and testing annex of the BCT POI. Program of instruction proponents will incorporate similar instruction into AIT fitness and substance abuse training.

e. Installations will coordinate with the supporting contracting office to ensure contractor personnel comply with this policy.

f. Since this policy may constitute a change in working conditions for civilian employees, installations are reminded of their bargaining obligations with the unions that represent those employees. Prior to implementing this policy, the local Civilian Personnel Office should be contacted for assistance in carrying out labor/management relations responsibilities.

g. This policy does not cancel or supersede other instructions where smoking is controlled because of fire, explosive, or other safety considerations.

2-17. Reclassified/prior-service soldiers.

a. Reclassified and prior-service soldiers are those individuals in any rank who have previously completed IET and are attending Skill Level 1 training in IET units as a result of reclassification or enlistment actions. Reclassified and prior-service soldiers are not considered to be IET soldiers; however, they will be assigned to IET units. This definition does not apply to those soldiers who failed to complete the requirements for the award of a MOS as part of the initial IET process. Reclassified and prior-service soldiers must meet all course requirements for graduation (e.g., APFT, etc.) and are subject to IET policies unless otherwise stipulated in this regulation.

b. In accordance with AR 601-210 and National Guard Regulation (NGR) (AR) 600-200, the following prior service guidelines will apply:

(1) Prior service Air Force, Navy, or Coast Guard personnel (except those entering or already in the National Guard) who have not completed a U.S. Army BCT Course or U.S. Marine Corps Basic Training Course, must attend BCT at an ATC.

(2) All prior service applicants (except those entering or already in the National Guard) will be retrained in BCT if they have had a break in service of three or more years.

(3) Soldiers entering or already in the National Guard may attend AIT without attending Army BCT if they have completed any BCT course IAW NGR (AR) 600-200. However, if a commander determines that such a soldier is failing to progress in training due to a lack of basic soldier skills, the commander will counsel the soldier and permit the soldier to attend BCT voluntarily. This counseling will occur prior to any separation action against the soldier. Commanders will coordinate with the National Guard Liaison Officer (LO) at the installation and the National Guard sending unit prior to the soldier's voluntary attendance at BCT.

(4) Prior service personnel who enlist for a MOS held during their previous enlistment, and who have less than a 3-year break in service, will be assigned directly to operational units.

(5) Prior service personnel who enlist for a MOS not previously held, and who have less than a 3-year break in service, will attend AIT in the new MOS. If the new MOS is taught in the OSUT mode, the person will enter training at a point at which all MOS training may be accomplished.

c. Duties/responsibilities.

(1) Commanders may take advantage of the experience and leadership abilities of reclassified and prior-service soldiers and use them to augment their cadre. However, the primary duty of reclassified and prior-service soldiers is to attend training and become technically proficient in their new MOS. They will not be assigned additional duties normally performed by permanent party personnel.

(2) Noncommissioned officers undergoing Skill Level 1 training in IET will be utilized as NCOs, but will not perform drill sergeant duties.

(3) Prior-service NCOs in training may assist with IET soldiers with regular cadre oversight after appropriate orientation and certification by unit first sergeant/commander on TRADOC policy regarding leadership and treatment of IET soldiers.

(4) There is no requirement for reclassified or prior-service soldiers to receive reinforcement training on common skills (taught in BCT or early OSUT). However, AIT/OSUT commanders will evaluate each soldier's proficiency in all areas (not just MOS subjects) and ensure training is provided as required. Reclassified and prior-service soldiers who are proficient in common tasks may be used as demonstrators and assistant instructors. Reclassified and prior-service NCOs may be used as assistant evaluators in training IET soldiers.

(5) Initial entry soldiers will not be billeted with reclassified and prior-service or permanent party soldiers. If installations cannot meet this provision, exceptions to policy must be requested from HQ TRADOC, ATTN: ATTG-IT. Commanders may integrate reclassified and prior-service personnel with IET soldiers during training to enhance training by taking advantage of their knowledge, experience, and leadership abilities.

(6) Privileges for reclassified and prior-service personnel.

(a) Although reclassified soldiers are subject to IET policies and procedures, their privileges will be the same as those of permanent party members of equal rank. They will be treated with the dignity and respect due their rank.

(b) Specific privileges will be determined by the unit commander based on such factors as rank, training performance, self-discipline, motivation, and conduct.

Chapter 3

Training Policies, Procedures, and Administration

3-1. Initial Entry Training strategy. Initial Entry Training commanders and commandants will ensure their training programs incorporate the following tenets of TRADOC's IET strategy:

a. The chain-of-command is responsible for training. Commanders must ensure that training meets POI standards and conforms to TRADOC policies on the conduct of training.

b. Drill sergeants will conduct as much of the skill training as possible in BCT and OSUT. When drill sergeants are the primary trainers, the role of the committee group will be to augment cadre instructors, serve as subject matter experts (SME), and advise on the conduct of training.

c. Primarily, SMEs will conduct MOS training; however, to the maximum extent feasible, drill sergeants will be involved in the technical training in AIT. Drill sergeants are the MOS role models. They will assist with MOS skill practice and will, at times, be assigned additional duties as assistant instructors to augment SME instruction. Academic instructors must assist unit cadre in the soldierization effort.

d. Cadre must be proficient in the tasks trained. Initial Entry Training commanders will establish certification programs IAW paragraph 3-6c to ensure that cadre have the competence and skill proficiency to execute and evaluate effective training.

e. Military occupational specialty training must be taught in as realistic an environment as possible. Scenario-driven FTXs are used to achieve this realism. These FTXs should focus on the warfighting application of acquired MOS skills and reinforce basic combat and teamwork skills.

f. Through a system of rigorous evaluations of training and testing, TRADOC, ATC commanders, and school commandants must ensure that training standards are enforced.

3-2. Development of training programs. The proponent school is responsible for POIs. New and revised POIs will be prepared and approved IAW TRADOC Reg 350-70. Commanders will ensure all training periods are initially risk assessed and the risk assessment is updated as factors change.

3-3. Modifications to training programs.

a. The time allotted for subjects in a POI may vary depending on the aptitude and achievement levels of each group of soldiers, the number of soldiers in each cycle or class, the instructor-to-student ratio, and the availability of facilities. For these reasons, adjustments may be made to the amount of time devoted to a task provided the learning objectives and performance standards are met and the overall course length remains unchanged.

b. Headquarters, TRADOC, ATTN: ATTG-IT, will be informed of temporary changes to IET training programs that do not require a revision to the POI. Information provided will include the purpose and nature of the temporary change or planned pilot, its duration, and the number of students involved. Army training centers will coordinate plans for such pilots with proponent schools. A risk assessment will be conducted in support of temporary changes to identify any new hazards, changes in residual risk, and appropriate hazard controls and/or risk countermeasures necessary to ensure training safety. The supporting safety office will review and validate the risk assessment.

c. Army training center commanders' recommendations are an important part of the continuing POI review and update process. Army training center commanders will submit recommended POI changes to the appropriate schools. The schools will evaluate these recommendations and, if appropriate, revise course materials, individual training plans (ITPs), course administrative data (CADs), and POIs IAW TRADOC Reg 350-70. The proponent school commandants will make the final decision on task selection and training methods.

3-4. Company training starts.

a. Basic Combat Training and OSUT companies must begin the training cycles NLT Friday after the close of the reception week (RW). Advanced Individual Training soldiers must begin training NLT the scheduled start date as established in ATRRS. This is driven by the fact that the U.S. Army Recruiting Command (USAREC) operates on a RW that begins on Tuesday and ends the following Monday. The last soldier to arrive in the RECBN on Monday must be processed and shipped to a training company NLT Friday IAW AR 612-201. The RECBN will complete processing within 4 working days, less weekends and holidays, after the receptee arrives at the TRADOC installation.

b. The standard BCT POI is 9 weeks (54 training days) in duration. BCT companies will graduate after 9 weeks of training and ship soldiers to AIT units on Friday of graduation week in order for graduates to report for AIT on the date indicated in ATRRS.

c. Basic Combat Training installations must ship soldiers on time to ensure they arrive and link with their AIT course. Basic Combat Training installations must also

establish a system to identify soldiers with critical AIT Hard-Start dates to ensure that appropriate actions are taken to enable those soldiers to meet their scheduled AIT start dates, provided they have met all graduation requirements.

d. One Station Unit Training units normally ship to the next unit of assignment NLT 1 day following graduation. Exceptions will be made for additional requirements for MOS-specific training, additional skill identifiers, and special requirements (e.g., security clearances).

e. Advanced Individual Training will be conducted based on the approved POI length, starting and graduating on the dates reflected in ATRRS. No additional time for a "zero week" or additional soldierization is authorized.

3-5. Training schedules.

a. The training week is managed through the training schedule. The principles of scheduling are outlined in FM 25-101. Local directives and the following guidelines will govern non-training time:

(1) In garrison, IET soldiers will have the opportunity for 7 hours of continuous sleep per night, unless the soldier is scheduled for duty (i.e.; fire guard or CQ runner). During field training, the length of the training day and time for sleep will vary based on tactical and other training requirements, as established in the appropriate POI. Commanders will ensure that the tactical framework of field training allows sufficient time for rest.

(2) In garrison, soldiers will be given at least 1 hour of preparation time each day to take care of personal needs. During this time, soldiers will not receive training.

(3) Soldiers will be afforded the opportunity to attend a religious service weekly.

b. Unless authorized by the installation commander, POI training will not be conducted on Sundays. Activities required to prepare for the next week's training may be conducted after 1300.

c. Unless authorized by the installation commander, core training requiring post assets will not be conducted on Saturdays or Federal holidays.

3-6. Lesson plans and instructor preparation.

a. The tasks and subjects in a POI form the basis for each period of instruction. Lesson plans will be prepared by the proponent and kept up-to-date for each period of instruction.

b. Each ATC and school will establish a system for monitoring and improving the quality of instruction. Essential to this is a standardization/certification process to ensure that each instructor is fully qualified and current in all aspects of their subject. This certification will be IAW TRADOC Reg 350-70. All IET instructors will accomplish semiannual physical fitness testing.

c. All IET cadre will accomplish semiannual physical fitness testing. All cadre responsible for conducting instruction and/or evaluating training will be certified on all hands-on phase tasks annually. Cadre in BCT/OSUT units will be certified on those phase tasks listed in the BCT

POI and will also accomplish annual weapons qualification. Cadre in AIT units will provide reinforcement training on, and reevaluation of, those BCT common skills tasks selected by the commander. Records of all certification or qualification will be maintained at the battalion level.

3-7. Training records.

a. A DA Form 5286-R (Individual Training Record (ITR)) will be initiated and maintained by the soldier's assigned company for every soldier attending IET. The modified DA Form 5286-R, available in the Automated Instructional Management System-Personal Computer (AIMS-PC) database, will be used to document the completion of training requirements in all IET courses. This modified form streamlines the information required and provides a standardized reporting format for all IET sites. Additional guidance and a sample modified DA Form 5286-R is at appendix G.

b. Noncommissioned officers attending MOS producing courses in order to reclassify into another MOS, or prior-service personnel in the grade of E5 or higher enlisting IAW paragraph 2-18, will receive a DA Form 1059 (Service School Academic Evaluation Report) upon completion of their course, regardless of course length.

3-8. Makeup training. All training specified in a TRADOC-approved IET POI, as required for graduation, will be made up if missed. Make-up training for BCT and Phases I-III of OSUT will consist of training that will enable soldiers to meet mandated BCT graduation requirements as outlined in paragraph 1-5c(1). The quality of makeup training will be the same as that of regularly scheduled instruction. The soldier will be required to meet the performance/learning objectives specified in the POI for the instruction missed. Time required for makeup training will be determined locally.

3-9. Concurrent training. Concurrent training will be conducted as prescribed in applicable POIs. If not specifically prescribed by a POI, the training unit commander will schedule and conduct concurrent training. This training should be designed to reinforce critical soldierization skills, common skills, and human relations subjects (i.e., values, traditions, EO/POSH, etc.).

3-10. On-the-job training (OJT). On-the-job training is appropriate for those holdover soldiers who have completed all POI requirements and are retained in the unit for administrative purposes. Commanders and trainers must ensure that clearly stated OJT objectives are being achieved, and that soldiers involved are being employed productively in MOS or MOS-related duties.

3-11. Early arrivals/holds. Soldiers arriving early for a scheduled course, or soldiers in a hold status waiting for a training unit to fill, will be actively engaged in introductory training for the course they are to attend, and will not be used solely for performing details. This introductory training may consist of orientation, in-processing, PFT, and unit-taught subjects selected by the unit commander. These soldiers will be posted in ATRRS on the "HO" display as being in a hold status ("H") awaiting class start ("6"). The hold status for an "H-6" soldier automatically ends when the soldier starts training and is posted in a class in ATRRS with input status of "I."

3-12. TRADOC Pam 600-4 (IET Soldier's Handbook).

a. TRADOC Pam 600-4 will be issued to all soldiers entering BCT and OSUT. The pamphlet provides soldiers with a pocket reference for subjects taught and tested in BCT, with emphasis on the tasks in the Soldier's Manual of Common Tasks (STP-21-1-SMCT).

b. Commanders will ensure that IET soldiers departing for AIT have a serviceable copy of the TRADOC Pam 600-4 in their possession.

3-13. Body composition standards in IET.

a. Accessions standards for body composition, as stated in AR 40-501 and message, DAPE-MPA, 211255Z SEP 95, Subject: Height, Weight and Body Fat Standards: Accession Versus Retention, apply during the first 6 months of the IET soldier's active duty service. The standards of AR 600-9 are applicable after the initial 6-month period.

b. Reserve component soldiers enrolled in the split-training option must meet accession body composition standards for the successive period of active duty training.

c. Initial entry soldiers will be measured and weighed within 7 days prior to graduation from AIT/OSUT. This information will be entered on the soldier's DA Form 5286-R.

d. Soldiers who exceed 6 months active service and fail to meet the body composition standards IAW AR 600-9 will be enrolled in the Army Body Composition Program and flagged. These soldiers will be shipped to the gaining unit and the documentation, to include the flag (transferable), will be forwarded to the gaining unit.

e. Prior service soldiers are required to meet the body composition standards of AR 600-9 upon reentry on active duty.

f. Reclassified soldiers (those soldiers currently holding a MOS) must meet the requirements of AR 600-9.

(1) Reclassified soldiers with temporary profiles, which prevent completion of the APFT, will not be enrolled in MOS producing courses.

(2) Soldiers in temporary duty (TDY) and return status will not be allowed to attend MOS producing courses if they do not meet the body composition standards as prescribed in AR 600-9. Soldiers not meeting standards will be returned to their home station.

(3) Soldiers in TDY enroute or PCS will not be allowed to attend MOS producing courses if they do not meet the prescribed body composition standards as prescribed in AR 600-9. These soldiers will be attached to the installation pending clarification of assignment instructions for follow-on training. The school commandant will notify U.S. Total Army Personnel Command (PERSCOM) of the soldier's ineligibility for schooling and request clarification of assignment instructions.

3-14. Drill sergeant uniform.

a. The drill sergeant's regular working uniform consists of the campaign/bush hat and battle dress uniform. The Class A uniform with campaign hat, and the Class B uniform with campaign hat, may be worn on appropriate occasions.

b. During periods of training which call for a tactical environment (e.g., tactical road marches, FTXs), unit cadre will be in the same uniform as the IET soldiers. During all other periods of training, the drill sergeant will wear the prescribed drill sergeant uniform.

c. For PFT, the uniform for IET soldiers and cadre will be the Army issue physical fitness uniform (PFU). Installations may use a variety of color-coded road guard vests or reflective equipment to distinguish between IET soldiers and cadre.

3-15. Initial entry soldiers held over for security clearance.

a. Initial entry soldiers who have enlisted for MOS training that requires a security investigation will be processed IAW AR 612-201.

b. Installation security managers are authorized to grant interim collateral security clearances in the name of the Commander, Central Clearance Facility (CCF), Fort Meade, MD, to qualified IET soldiers of all components IAW AR 380-67, so they may enter training. Memorandum, DAMI-CH, Headquarters, Department of the Army (HQDA) ODOSINT, 19 Feb 99, subject: Personnel Security, provides adjudicative guidelines for determining eligibility for access to classified information. The intent is to move all qualified IET soldiers to the AIT location.

c. Installation Security Managers must receive authorization from CCF to ship soldiers who require interim clearances with Sensitive Compartmented Information (SCI) access prior to shipment to AIT locations. Soldiers

may depart AIT/OSUT with an interim collateral clearance, provided they have a National Agency Check/Local Area Check investigation favorably pending at the Defense Security Service or Office of Personnel Management.

d. Memorandum, ATBO-BP, HQ TRADOC, 14 Apr 97, subject: Renegotiation of MOS for Holdover Trainees Pending Security Clearances, provides information and guidance on processing trainees in security hold status. Initial entry soldiers holding MOS identified in table 3-1, who have known major derogatory information, will be considered security holdovers at BCT installations until a U.S. Army Central Personnel Security Clearance Facility (USACCF) Letter of Intent is received or a favorable security clearance determination has been made by USACCF. Initial entry soldiers must have an interim clearance by the AIT week listed in table 3-1 to continue training.

e. Initial entry soldiers in MOS 98XL may ship to DLI for language training. Initial entry soldiers in MOS 98G (Heritage Speakers) may ship to Goodfellow Air Force Base, TX for additional language and military subject training.

f. Soldiers reclassifying into another MOS requiring a security clearance may not ship until the appropriate clearance requirements for that MOS have been met.

3-16. Competition and awards.

a. In general, soldiers and units are to compete against common standards rather than against each other. Competition should recognize each soldier or unit that meets or exceeds these standards.

Table 3-1
MOS security clearance requirements

MOS	KNOWN DEROGATORY INFORMATION	REQUIREMENT TO CONTINUE TRAINING
13C	Security Holdover at BCT	Interim Secret required by Week 3 of AIT
13R	Security Holdover at BCT	Interim Secret required by Week 4 of AIT
14 Series	Security Holdover at BCT	Interim Secret required by Week 2 of AIT
96B	Security Holdover at BCT	Interim Secret required by Week 1 of AIT Interim TOP SECRET W/SCI by Week 12 of AIT
96D	Security Holdover at BCT	Interim TOP SECRET W/SCI by Week 1 of AIT
96H	Security Holdover at BCT	Interim Secret required by Week 1 of AIT
96R	Security Holdover at BCT	Interim Secret required by Week 5 of AIT
96U	Security Holdover at BCT	Interim Secret required by Week 1 of AIT
97B	Security Holdover at BCT	Interim Secret required by Week 1 of AIT Interim TOP SECRET W/SCI by Week 10 of AIT
97E	Security Holdover at BCT	Interim Secret required by Week 5 of AIT
98C	Security Holdover at BCT	Interim TOP SECRET W/SCI by Week 1 of AIT
98H	Security Holdover at BCT	Interim TOP SECRET W/SCI by Week 5 of AIT
98J	Security Holdover at BCT	Interim TOP SECRET W/SCI by Week 1 of AIT
98K	Security Holdover at BCT	Interim TOP SECRET W/SCI by Week 1 of AIT

b. All levels of command must constantly monitor competitive programs and ensure that competition supports, rather than detracts, from training objectives.

c. A comprehensive award system should be established within each ATC/school. This system should provide recognition for both IET soldiers and cadre personnel.

d. Care will be taken to ensure statistics do not assume major importance and create undue pressure on the IET soldier or the cadre.

3-17. Initial Entry Training soldier details.

a. Use of IET soldiers for details will be held to a minimum. The type and frequency of details to be performed by soldiers will be strictly controlled.

b. As appropriate, consideration will be given to using an entire unit (section, squad, platoon, class, or company) to meet requirements, rather than distributing the requirement over several different units. This will lessen the need for individuals to make up training, and provides additional opportunities for building teamwork.

c. To the maximum extent feasible, IET cadre will supervise IET soldiers when they are performing details. In cases where non-IET cadre are supervising IET soldiers, the supervisor will have attended the SCTC or ISCTC. Maximum effort will be made to utilize this time for reinforcement of soldierization skills.

d. Any civilian employee overseeing IET soldiers on a routine basis will be ISCTC qualified. The duties and responsibilities related to IET soldier management will be included in the civilian's official job description and on their annual performance evaluation.

3-18. Initial Entry Training soldier leaders.

a. Initial entry soldiers may serve as squad, crew, group, or section leaders and platoon guides during any or all phases of IET. Soldiers appointed as IET soldier leaders will be taught the functions, duties, and responsibilities of their positions prior to assuming those duties.

(1) Initial entry soldiers are authorized to wear brassards indicating rank (corporal for squad, crew, group, or section leaders; sergeant for assistant platoon sergeants) as outlined in AR 670-1. They are not to be considered as NCOs, nor accorded the privileges of NCOs.

(2) Initial entry soldiers for reclassification training, or who have prior service, may be appointed to leadership positions identified above.

(a) Reclassified and prior-service soldiers in the grades private through specialist are authorized to hold IET soldier leader positions, but are not to be considered as NCOs. Privileges will be IAW paragraph 2-18c(6).

(b) Noncommissioned officers will wear their authorized rank, and be considered and treated as NCOs. Privileges will be IAW paragraph 2-18c(6).

b. Initial Entry Training soldier leaders will not be assigned responsibility for a mission or function that is normally the responsibility of a permanent party soldier. Initial entry training soldier leaders will be allowed to use

their initiative, authority, and to assume responsibilities commensurate with their position, experience, and ability while under supervision of IET cadre.

c. Initial entry training soldier leaders will not be used as primary instructors during formal instruction. They may be used as assistant instructors, provided such duty or preparation does not keep them from scheduled instruction.

3-19. Medical/dental treatment.

a. Soldiers will be informed of sick call procedures upon arrival in their training units. Key information on sick call and emergency medical/dental procedures will be posted conspicuously. Soldiers will be instructed on the need to seek prompt medical attention regardless of interruptions in their training.

b. Medical treatment facilities will use approved forms to document soldiers' medical problems, treatment received, and prescribed courses of action/treatment.

(1) TRADOC Form 385-2-5-R-E, Record of Injury. In cases of accident or injury, the unit will use this form in place of DD Form 689. Units will ensure that all individuals injured during training or mission sustainment report to troop medical facilities with a completed TRADOC injury form. Section I of this form will be completed by the supervisor (military or civilian) and given to the injured person, or medical transport personnel if the individual is incapacitated. The form will be taken to the medical treatment facility and given to the medical officer or attendant performing medical treatment. Detailed guidance on the use of this form is contained in TRADOC Regulation 385-2. TRADOC Form 385-2-5-R-E is shown at appendix H (fig H-1).

(2) DD Form 689, Individual Sick Slip. The unit uses this form to authorize a soldier's medical and/or dental treatment. The medical treatment facility completes the form and annotates the patient's disposition. The health care provider should include information on activities the soldier can perform, as well as any physical limitations imposed. This form may also be used to record temporary physical profiles of 30 days or less in duration. Detailed guidance on the use of this form is contained in AR 40-501. A DD Form 689 is shown at appendix H (fig H-2).

(3) DA Form 3349, Physical Profile. This form may be used to record both permanent profiles and temporary profiles in excess of 30 days in duration. Temporary profiles written on DA Form 3349 will not exceed 3 months in duration, except in specific circumstances outlined in AR 40-501. A DA Form 3349 is shown at appendix H (fig H-3).

c. Initial entry soldiers who miss three or more consecutive full days of training due to illness or injury will be reported in ATRRS as a "Medical Holdover." Soldiers will remain coded as "Medical Holdovers" until they have recovered from their illness/injury, or for as long as they remain on a profile. Once the profile has expired, the soldier will resume training and be removed as a "Medical Holdover" in ATRRS.

d. Graduates of BCT on temporary profiles will not be shipped to their AIT units.

e. Phase IV and V IET soldiers who are injured and receive permanent profiles prior to graduation will be evaluated to determine if they are fit for retention. Soldiers determined fit for retention will be evaluated against MOS Physical capacity or stamina, Upper extremities, Lower extremities, Hearing and ear, Eyes, Psychiatric (PULHES) minimums. Initial entry soldiers meeting MOS minimums will continue training IAW their profile. Installation Adjutant Generals will contact PERSCOM to negotiate a new MOS for those who fail to meet PULHES minimums. Soldiers determined not fit for retention will be separated.

3-20. Personal health and hygiene.

a. To instill good hygiene habits in all soldiers, each installation will establish a comprehensive personal hygiene program.

b. Each installation will provide soldiers an orientation on proper nutrition; good dietary habits; the adverse effects of alcohol, drugs, and tobacco products; stress management; Human Immunodeficiency Virus prevention education; and the Army Health Promotion Program.

c. Commanders and leaders, in cooperation with installation medical authorities, and as appropriate, safety and fire and emergency services staffs, will implement a comprehensive program to ensure the adequacy of billeting and maintenance of sanitary, healthful conditions.

3-21. Prevention of heat and cold injury.

a. Installation commanders will develop and implement detailed programs for prevention of heat and cold injury. TRADOC Reg 350-29, technical bulletin (TB) medical (MED) 507, and TB MED 81 will be used as the bases for locally developed programs. Commanders should also coordinate with the local Medical Department Activity Preventive Medicine Service for assistance in developing their programs.

b. As a minimum, programs will provide the following:

(1) An acclimatization period for new soldiers at the beginning of all training cycles. Initially low exertion levels that increase gradually will mark activity during this period. All soldiers will receive a mandatory briefing or class on prevention of heat/cold injuries as part of in-processing.

(2) A notification system to ensure that each commander, drill sergeant, and instructional committee member knows the current wet bulb globe temperature (WBGT) indexes and wind chill factors. Ensure that one portable WBGT kit (NSN 6665-00-159-2218) per training company (BCT, OSUT, and AIT) is issued. Cadre members will have the pocket-sized graphic training aid (GTA) 5-8-12, or another suitable locally produced GTA, with them during training.

(3) A specific local policy on training activities that may and may not be conducted during the various WBGT indexes/wind chill factors. Policies should include the statement that during cold weather, use of non-standard portable space heaters is prohibited in field training and operations.

3-22. Severe weather notification. Severe weather notification plans will be developed, coordinated, and periodically tested. These plans will include the

requirement for units/activities to acknowledge the receipt of such notification. The organization issuing the warning should maintain a log of the time of notice, receipt of acknowledgement(s), and person(s) acknowledging receipt.

3-23. Hearing conservation program. Exposure to high intensity noise may cause permanent hearing loss, which can affect combat efficiency. Each ATC will follow a hearing conservation program IAW AR 40-5 and DA Pam 40-501. Commanders at all levels will enforce the requirement for all IET soldiers, instructors, and cadre to wear earplugs, or other approved hearing protective devices, when exposed to noise levels (e.g., range firing) that may be hazardous to hearing. Leaders are responsible for ensuring the hearing conservation program is implemented in their units, especially the monitoring and enforcement of wearing hearing protection in noise hazardous areas.

3-24. Safety.

a. Realistic training exercises will be conducted within the bounds of an effective risk management program. Before training, all cadre and IET soldiers will be thoroughly briefed on the risks associated with each specific training event/activity. This will include identification of specific hazards and those controls to be used to reduce the risk of accidents associated with the training event. IET risk assessment will address all applicable safety procedures and potential accident-producing conditions. Unusual vehicle, water, weapons safety considerations, and environmental hazards in training areas will be stressed prior to and during the training. Training cadre will be proactive and aggressive in reducing/preventing training injuries and fatalities.

(1) Each installation will establish standard procedures to ensure that emergency treatment is readily available during training.

(2) TRADOC service schools and major subordinate commands will apply risk management techniques to eliminate or control hazards associated with proponent TSPs IAW guidelines established in TRADOC Regs 350-70 and 385-2. All TSP risk assessments will be reviewed and validated by the safety manager.

(3) Unit commanders will ensure all safety controls identified in the risk management worksheets are implemented prior to the start of training.

(4) The instructor will integrate the appropriate safety/caution statement into each task, and evaluate the performance of the soldiers while they perform the task to the prescribed standard.

(5) All training safety is built on a three-tiered approach (command, leader, individual) to safety.

(a) Tier 1 is commanders' business: validating the structural soundness of the training and evaluation plan for safety, ensuring safety-related matters are addressed, and making risk acceptance decisions.

(b) Tier 2 is first-line leaders' business: considering actions to be taken by responsible individuals, establishing a safety oversight of training, focusing on adherence to standards, and making risk acceptance decisions within their commander's intent and delegated authority.

(c) Tier 3 is at the individual level - everyone's business: ensuring soldiers look after themselves and others, and know how to recognize unsafe conditions and unsafe acts. Soldiers must meet their individual responsibilities for safety, and be able to recognize and report unsafe acts to leaders.

b. Commanders will also ensure that cadre and IET soldiers are aware of the appropriate procedures for reporting suspicious or adverse incidents during non-training hours. Examples would be (but not limited to) actual or suspected instances of fire, theft, altercations, suicide gestures or attempts, injury, unusual health symptoms, or any other unusual behavior or event.

3-25. EXODUS. Headquarters TRADOC will establish and announce the training policy for EXODUS based on annual guidance published by HQDA for the holiday season. The point of contact (POC) for EXODUS is HQ TRADOC, ATTN: ATOM-O. Local commanders will establish policy for soldier conduct while on EXODUS leave.

3-26. Hometown Recruiter Assistance Program (HRAP) execution.

a. The United States Army Recruiting Command established the HRAP as a way for the Army to interface with local communities. In the program, selected graduates return to their hometowns and work with local recruiters to promote and explain the opportunities available in the Army. Additional information on the program is provided at appendix I.

b. The Army National Guard (ARNG) executes its own HRAP as a way for the Army Guard to interface with local communities. Soldiers approved to participate in the ARNG HRAP will report to and be briefed by the ARNG Liaison NCO at each installation. The ARNG Liaison NCO will work with individual state headquarters for coordination. On an annual basis, National Guard Bureau Strength Maintenance Division (NGB-ASM) will provide additional information on the program.

3-27. Nuclear, Biological, and Chemical (NBC) training.

a. Practical NBC exercises will be integrated in bivouac, weapons firing, MOS tasks, and similar training to increase individual proficiency and confidence. The BCT and OSUT POI proponents will include requirements that enable IET soldiers to progress to wearing mission-oriented protective posture (MOPP) IV equipment for at least 4 consecutive hours.

b. Health and safety considerations pertaining to NBC training are contained in FM 3-100, FM 21-10, and TB MED 507. Weather conditions and WBGT readings may affect MOPP IV wear. The soldier's training records will be annotated to show the number of hours of continuous wear of MOPP IV equipment. During periods of warm weather, training time on MOPP IV may be reduced. FM 3-4 contains performance degradation data that is helpful in making this determination.

3-28. Advanced Individual Training field training exercise (FTX).

a. Each AIT and OSUT course will include a 72-120 hour, scenario-driven, tactical FTX. The FTX will reinforce previously learned MOS and common soldier tasks/skills in a realistic, tactical environment.

b. The FTX should avoid the introduction of new, testable training, but should focus on the application of MOS technical tasks and reinforce soldier survival skills.

c. Field training exercises should be conducted in an austere field environment under all weather conditions, at night as well as day, to replicate the stress, sounds, and conditions of the battlefield.

d. The FTX will be conducted during the final 4 weeks of training. During the FTX, soldiers will undergo a series of events exposing them to the rigors of duty performance during field operations. The intent of the FTX in AIT is to integrate MOS and combat survival skills into a simulated tactical scenario, and give soldiers the opportunity to demonstrate their newly learned skills under realistic conditions. The FTX will be addressed in a separate module in the POI.

e. Exceptions to FTX requirements must be submitted to HQ TRADOC, ATTN: ATTG-IT for approval by the CG, TRADOC.

3-29. Advanced Individual Training feedback system. Advanced Individual Training commanders and other recipients of soldiers from BCT installations will provide direct feedback to BCT commanders on the quality of the soldiers they receive. Some topics for discussion may include morale on arrival, medical condition, common task proficiency, physical condition, DA Form 5286-R completion, completeness of training records, and possession of TRADOC Pam 600-4.

3-30. Phased testing for BCT.

a. Phased testing, prescribed by the BCT POI, will be administered to all BCT soldiers.

b. The U.S. Army Infantry School is responsible for the design and content of phased tests.

c. Training, particularly unit reinforcement training, will emphasize preparing soldiers to correctly perform BCT tasks.

d. General guidance for the conduct of the testing is as follows:

(1) Tests will be scored on a "GO/NO-GO" basis.

(2) Soldiers receiving a "NO-GO" will be counseled and given remedial training on the task(s) not passed.

(3) Soldiers will be retested on the task(s) for which they received a "NO-GO."

(4) An AAR will be conducted at the completion of training.

3-31. Testing procedures for AIT and the MOS portion of OSUT.

a. Proponents will develop within-course tests (end-of-annex/block/module) for MOS-producing courses according to guidance outlined in TRADOC Reg 350-70. The validity of each task being evaluated and its relevance will be continuously assessed and changed or modified as appropriate.

b. Commanders will ensure soldiers are tested IAW the SEP for the course being presented. Guidelines for development of SEPs are outlined in TRADOC Reg 350-70, Chapter VI-7, Student Performance Measurement/Testing. The SEP informs soldiers, instructors, and other personnel of the course graduation requirements. A copy of the SEP must be explained to each IET student at the beginning of each course and prominently posted on the bulletin board.

c. Within-course tests must provide a fair and accurate evaluation of the soldier's ability to perform the tasks presented to established standards.

d. Hands-on, performance-oriented testing will be the norm throughout TRADOC. If situational-based, open-book reference written tests are used, they must require the student to not only extract data, but also to apply the data to specific situations likely to be encountered on-the-job. Closed-book, knowledge-based written tests should be used only if it is necessary to verify the learner's knowledge as a prerequisite for later performance testing where the knowledge must be used (e.g., as a building block to later tests). All testing should be conducted in an environment that would replicate the soldier's duty position in the unit in so far as safety and environmental considerations will allow and IAW test administration instructions.

e. Each test will have at least two versions. All versions may be used concurrently.

f. Tests will be monitored by quality control personnel reporting to the brigade or ATC commander, as determined by the local commander. Unit cadre personnel must be certified IAW TRADOC Regs 350-70 and 350-18 before they are permitted to participate in the testing process.

g. Tests will be scored on a "GO/NO-GO" basis. The passing ("cutoff") score for making the "GO/NO-GO" determination will be determined during test design and validation, and will be documented within the course Student Evaluation Plan.

h. Counseling will be conducted with each soldier to reinforce strengths on tasks accomplished, and to correct weaknesses on tasks missed.

i. The goal should remain 100 percent performance to standard on all tasks by each soldier. Soldiers who are unable to achieve this goal should be considered for remedial training and re-testing prior to graduation, or reassignment to another company in a follow-on cycle.

j. Remedial training is a joint responsibility of students and trainers. As such, students failing to achieve task/course standards must be provided opportunities to

review material, and practice skills prior to undergoing retest. Trainers must provide appropriate remedial assistance as necessary.

k. Re-testing will include all tasks failed.

l. In accordance with the Student Evaluation Plan, IET soldiers who fail an end-of-annex/block/module retest are prohibited from progressing further in the course and should be considered for new start to a follow-on class or elimination.

3-32. New Start program.

a. Initial entry soldiers who demonstrate deficiencies in achieving task standards consistent with their time in training, but maintain the motivation to do so, will be considered for reassignment to another company or battalion. Reassignment should be made to a company in a later cycle (i.e., a succeeding class) where the soldier has the opportunity to repeat the phased training. These reassignments made under the New Start Program are intended to give the motivated soldier an additional opportunity to meet the skill standards and become a productive soldier for the Army. The success of the New Start Program is a direct function of the manner in which the soldier is integrated into the new unit.

b. Initial entry soldiers who have missed training due to emergency leave or hospitalization and will not be able to complete their training with their current unit, will be considered for reassignment to a company in the appropriate week of training.

c. Initial entry soldiers may be reassigned under the New Start Program at any point in the training cycle based upon the recommendation of the chain-of-command and approval of the battalion commander. Following the approval to reassign the soldier under the New Start Program, the soldier will be moved to the new company or battalion for further training NLT the following duty day.

d. Commanders will not remove soldiers being considered for new start from training until the decision is made. Initial entry soldiers will not be used as detail soldiers during the new start process. The goal is to get the soldiers back into training within 1 day of the decision to restart them. While there are case-by-case exceptions, the decision during IET is authorized as follows:

(1) When a soldier's performance is unsatisfactory in a certain area, the soldier will be given intensive remedial training and retested in that area. If performance remains unsatisfactory after remedial training and retesting, the soldier may be reassigned to another company or battalion in a follow-on cycle.

(2) New starts for academic retraining to complete AIT/OSUT will be granted IAW AR 612-201.

(3) Individuals who are unable to complete MOS training will be processed IAW AR 612-201.

e. Additional information on MOS retraining/reclassification is provided at appendix J.

3-33. Remedial training.

a. Soldiers unable to attain training standards will be provided remedial training to enable them to remain in cycle, rather than be given a new start in a follow-on cycle.

b. Soldiers who have not passed an APFT prior to graduation may be retained in the fitness training unit (FTU), or similar holding unit, for remedial training; however, they will continue to be reported as holds in ATRRS using REASON CODE "B: Physical Fitness (Remedial Tng-APFT)."

c. In keeping with the TRADOC investment strategy, a soldier will continue to receive remedial training so long as the chain-of-command determines the soldier has the mental and physical capacity to succeed.

3-34. MOS retraining/reclassification policy.

a. The TRADOC IET retraining policy is as follows:

(1) A soldier unable to qualify for a MOS after the first training assignment may be considered for retention in the Army and qualify for additional skill training in a second MOS only if:

(a) In the judgment of the commander, the soldier possesses those qualities which are considered exceptional; and

(b) The soldier demonstrates the motivation and potential to successfully complete the second MOS training.

(2) In all other cases, soldiers who do not meet academic standards will be properly counseled and processed for separation IAW AR 635-200.

b. This policy was established to enhance efficiency, productivity, and morale in both the training base and the units to which MOSQ soldiers are ultimately assigned. It is designed to allow IET cadre to concentrate on trainable soldiers and to reduce workload associated with IET soldiers whose attitude and performance create an unwarranted administrative burden. The objective is to eliminate disruptive, less productive IET soldiers who have an adverse impact on unit esprit and the training environment.

c. Commanders should use all available assets in handling disruptive and nonproductive soldiers. Unit Ministry Team (UMT) support is provided in each IET battalion. These, along with installation law enforcement and medical personnel, are valuable assets trained to assist IET soldiers, cadre, and senior leadership in resolving problems, and should be used as appropriate.

d. Battalion commanders will determine whether soldiers who are unable to achieve MOS graduation requirements merit a second opportunity, or they should be processed for elimination from the Army. Additional guidance on retraining/reclassification procedures is provided at appendix J.

3-35. Separations.

a. Attainment of Army standards is the gauge for successful completion of IET. New soldiers are to be given reasonable opportunities to demonstrate their potential

for continued service. Commanders will exhaust retraining and counseling procedures before making a determination that a soldier's performance and potential worth to the Army justifies a new start or separation from the service. Commanders will not begin any separation actions against a RC soldier prior to the local ARNG/United States Army Reserve (USAR) liaison personnel counseling the soldier.

b. No soldier can be released from training and processed for separation without the approval of the battalion commander. Upon approval, the soldier will be removed from the platoon environment and a separation action processed immediately. Once the proper authority approves the separation packet, the discharged soldier should be out-processed within 3 working days. These soldiers will be reported in ATRRS in a hold status using REASON CODE "T: Trainee Discharge Program."

c. Soldiers in BCT/OSUT (to include soldiers who were assigned to the FTU for 1 to 4 weeks) normally will not be separated for reasons of lack of motivation or aptitude prior to completion of their second week of training. Time spent in the FTU will not be counted toward those 2 weeks. This will provide new soldiers a fair adjustment period, and allows the command an opportunity to evaluate and counsel the soldier. However, commanders will ensure that highly disruptive soldiers are removed from the platoon environment, and the appropriate administrative or disciplinary actions are taken.

3-36. Conscientious objectors.

a. Policy and procedures for processing conscientious objectors is provided in AR 600-43. Soldiers who have submitted applications will be retained in their unit and assigned duties providing minimum practicable conflict with their asserted beliefs, pending final decision on their applications. They will not be required to train in the study, use, or handling of arms or weapons.

b. The soldier is not precluded from taking part in those aspects of training that do not involve the bearing or use of arms, weapons, or munitions. Except for this restriction, conscientious objector applicants are subject to all military orders, discipline, and regulations to include those on training.

3-37. Inspector General (IG) system briefing. Commanders' orientations in BCT/OSUT and AIT units will include a briefing on the IG system. Specifically, this briefing must cover the role of the IG, their function, how soldiers can get appointments to see the IG, and how the IG might help the soldier with a problem.

3-38. Suicide prevention.

a. Commanders' and UMTs' orientations in IET units will include instruction on suicide awareness/identification. Instruction to soldiers will include the appropriate actions to take in the event a fellow soldier talks to them about suicide; specifically, soldiers must recognize the need to immediately notify the first cadre member available in the chain-of-command.

b. Commanders must comply with the provisions of DOD Directive 6490.1, Mental Health Evaluations of Members of the Armed Forces, before sending soldiers for mental

health evaluations. Commanders and cadre must be familiar with this directive to avoid violations of legal statute and public law. Commanders must counsel soldiers reported to have discussed or alluded to suicide. The commander will ensure soldiers in emergency/urgent situations are immediately referred to mental health personnel for counseling and evaluation, and accompanied by a NCO to the appointment until the mental health professional assume control. At no time will soldiers in this category be left alone or unsupervised. Escorts for subsequent appointments are not required to be a NCO. Individuals in routine (non-emergency) situations will be counseled IAW DOD Directive 6490.1 prior to referral/meeting with mental health professionals.

c. Commanders must counsel soldiers who are reported to have discussed or alluded to suicide. The commander will refer any soldiers suspected of contemplating suicide to mental health personnel for evaluation and counseling. The commander will provide an escort of greater rank than the soldier, but at least a NCO, to accompany the soldier until mental health personnel assume control. At no time will the soldier be left alone and unsupervised.

3-39. Retraining and holding units (RHUs).

a. Basic Combat Training/One Station Unit Training installations will establish company-size RHUs to perform two functions:

(1) Process soldiers pending discharge. Retraining and holding units will process IET soldiers identified by the chain-of-command for discharge from the Army under provisions pertaining to administrative entry-level separation.

(2) Retrain selected IET soldiers. Retraining and holding units will provide special training to selected IET soldiers who have the potential to complete training with additional time/assistance.

b. Soldiers in each category will be managed and housed in separate groups.

c. All Reserve Component service members will receive counseling from the Reserve Component Liaison Office prior to assignment to the RHU.

Chapter 4

Physical Fitness Training (PFT)

4-1. General. This chapter establishes policies for conducting PFT and testing in all modes of IET. Physical fitness training and testing will be applied in conjunction with AR 350-41 and FM 21-20.

a. Physical fitness training in IET will –

(1) Progressively condition and toughen the soldier for combat duties.

(2) Develop the soldier's self-confidence, discipline, and esprit.

(3) Develop a healthy lifestyle through education.

b. The primary objective of PFT is to improve the five components of fitness: cardio-respiratory endurance, muscular strength, muscular endurance, flexibility, and body composition.

c. Physical fitness training must be progressive, disciplined training which challenges the soldier's physical ability. The progressive nature of the PFT program is essential for the most beneficial development and safety of soldiers. The intensity and degree of challenge of the exercises must be increased in logical increments throughout the training cycle.

d. The PFT program in IET will be based on the application of the frequency, intensity, time, and type factors.

e. Command presence at PFT will emphasize the importance of PFT. During the PFT sessions, a minimum of two drill sergeants will be present for each platoon for BCT/OSUT, one drill sergeant per platoon in AIT. The cadre's primary responsibilities are to demonstrate proper procedures, correct soldiers' performance, encourage soldiers to meet the standards, and supervise those conducting PFT. One cadre member will perform the exercises with the soldiers to monitor intensity level and provide a leader role model. The IET cadre should have their own PFT, separate from the soldiers.

f. The APFT is the vehicle for assessing fitness. Procedures for administration and grading of the APFT are outlined in FM 21-20.

g. Record APFTs for BCT, OSUT, and AIT will be conducted primarily by company cadre, augmented by other personnel if approved by the battalion commander, and monitored by battalion leadership for quality control.

h. Phase IV and V IET soldiers with permanent profiles will take the APFT IAW AR 350-41. A soldier, whose profile precludes taking the push-up, the sit-up, or both events, will take the remaining event(s), if approved by a physician or physician's assistant. The 2-mile run event, or an approved alternate test event as outlined in FM 21-20, must be taken if the test is to count for record. The alternate test is for soldiers with permanent physical profiles that preclude them from taking the 2-mile run. Soldiers must be given 3 months to prepare for the alternate test from the date of the permanent profile, IAW AR 350-41.

4-2. Health and safety considerations.

a. Health and safety considerations pertaining to PFT are outlined in AR 350-41.

b. Initial Entry Training commanders will implement physical training programs IAW the following guidelines to eliminate unnecessary risk of training accidents and injuries:

(1) Reception battalion personnel will fit soldiers with suitable running shoes.

(2) Physical training runs will use ability groups and adhere to the principle of recovery.

(3) On running days, soldiers will run in ability groups. Unit formation runs are a good tool to promote esprit-de-corps, but will be limited to one per cycle/class, or one per month.

(4) Schedule runs on days soldiers are not required to walk for extended periods of time, such as road marches.

(5) Physical training on days immediately preceding the diagnostic and record APFT should focus on warm-up and flexibility.

(6) Confidence obstacle courses (COC) utilized by IET soldiers will be constructed, maintained, and administered IAW the guidelines provided in appendix K.

4-3. Conduct of training.

a. Initial Entry Training.

(1) The RECBNs will identify IET soldiers for accession into the FTU IAW appendix H.

(2) The concept of total fitness is the basis of the PFT program.

(3) The duration and intensity of PFT will be adjusted to compensate for other physically demanding activities scheduled.

(4) Physical fitness training periods will be completed at least 30 minutes prior to meals, and not begin until at least 60 minutes after meals.

(5) The standards for performance of exercises will be strictly applied. Remedial training will be provided for soldiers who fail to maintain the unit or group progression rate.

(6) For use of PFT as corrective action, see paragraph 2-6h.

b. Basic Combat Training.

(1) An initial diagnostic APFT will be administered to establish goals and progressive fitness programs. Physical fitness training should emphasize gradual progression in intensity and regularity. Physical fitness training will be conducted each training day throughout the cycle.

(2) Diagnostic APFTs will be administered as part of Phase I and II performance evaluations.

(3) The record APFT will be administered during the last 2 weeks of training to determine if the soldier has achieved the APFT standard for graduation (50 points per event; 150 minimum total points). Soldiers who cannot complete the final APFT due to medical profile, and who have successfully completed a diagnostic test (scored 50 points minimum on each of the 3 events on the same test), may be given minimum credit (50 points per event) for having passed the APFT requirement.

c. One Station Unit Training.

(1) An initial diagnostic APFT will be administered to establish goals and progressive fitness programs. Physical fitness training should emphasize gradual progression in intensity and regularity.

(2) Fifty points per event diagnostic APFTs will be administered as part of phases I, II, and III performance evaluations. Sixty points per event diagnostic APFTs will be administered as part of phase IV performance evaluations.

(3) The record APFT will be administered during the last 2 weeks of training to determine if the soldier has achieved the APFT standard for graduation (60 points per event; 180 minimum total points). Soldiers who cannot

complete the final APFT due to a temporary medical profile, and who have successfully completed a 60 point per event diagnostic test (passed each of the 3 events on the same test), may be given minimum credit (60 points per event) for having passed the APFT requirement.

d. Advanced Individual Training.

(1) Physical fitness training will be conducted each training day throughout the course.

(2) Diagnostic APFTs will be administered at least once a month through the 20th week of training. Phase V+ (21-plus weeks) soldiers who have met the APFT standards for graduation will take the APFT twice a year IAW AR 350-41.

(3) The record APFT will be administered at the 8th week of AIT, or during the last 2 weeks of training, whichever comes first, to determine if the soldier has achieved the APFT standard for graduation (60 points per event; 180 minimum total points). Soldiers who cannot complete the final APFT due to a temporary medical profile, and who have successfully completed a diagnostic test during AIT (passed each of the 3 events on the same test), may be given credit for having passed the APFT requirement.

e. Reclassified soldiers. The APFT is a graduation requirement for BCT, AIT, and OSUT. This requirement applies to all soldiers attending AIT/OSUT as a result of reclassification action.

f. Reserve component soldiers must meet APFT requirements at the TRADOC school prior to graduation. If the RC soldier is recalled to their parent unit prior to meeting the APFT standard, the soldier must return to the training unit they were released from and pass the APFT before the MOS is awarded.

g. Over 40 requirements. Reserve component personnel at age 40 or older attending IET are subject to the same APFT requirements as AC personnel.

4-4. Physical Training Rehabilitation Program (PTRP).

a. The PTRP is designed for injured IET soldiers and provides a training environment that allows for proper healing and recovery. The program is available at the five ATCs (Forts Benning, Jackson, Knox, Leonard Wood, and Sill) for soldiers who require treatment and/or rehabilitative physical therapy.

b. Procedures for assignment to the PTRP.

(1) Physical therapist(s) or appropriate medical officer will recommend a soldier for the PTRP based on the criteria that the soldier:

(a) Was injured in training;

(b) Sustained an injury that is severe enough to necessitate being pulled from current training to allow for proper healing;

(c) Is likely to fully recover and complete all physical requirements of training.

(2) The physical therapist(s) will annotate their recommendation that the soldier be assigned to the PTRP on

a Record of Injury Form, a Sick Slip, or Physical Profile Form. The appropriate document(s) will be sent with the soldier to the unit.

(3) Unit commanders will counsel the soldier concerning the recommendation. Units will prepare a New Start Packet recommending PTRP and submit the packet for approval.

(4) Battalion commanders are the approving authority for enrollment in the PTRP.

(5) Once approved by the battalion commander, enrollment of recommended soldiers into PTRP is mandatory.

(6) Soldiers will be out-processed completely from the losing unit prior to being in-processed into the PTRP. Reassignment will be completed within 48 hours of the unit receiving the PTRP recommendation.

c. Specific guidance on PTRP implementation is provided at appendix H.

Chapter 5

Reserve Component (RC) Training

5-1. General. This chapter sets forth policies and establishes uniform procedures for addressing RC-unique training issues. These guidelines apply to the training of both ARNG and USAR members, unless specifically stated as applicable to only one of the components, and address those issues most commonly encountered during IET.

5-2. Assistance to ARNG/USAR soldiers in IET.

a. The ARNG and USAR liaison personnel are attached to TRADOC installations to assist the ATC and unit chain-of-command in solving problems encountered by RC soldiers during training. They advise the chain-of-command on matters related to separation actions. Final decision regarding discharge remains with the unit chain-of-command.

b. The IET cadre will inform the ARNG and USAR liaison personnel of all actions, both positive and negative, which have the potential to affect RC soldiers. The liaison personnel will notify the appropriate chains of command of those RC soldiers who will receive awards and honors, and counsel those RC soldiers with attitude, motivation, or training problems.

5-3. Split training option (STO).

a. Split training option is an alternative training program designed to recruit and train students and seasonal employees who do not have enough time to complete BCT/AIT or OSUT during their initial IET tour. Split training option allows soldiers to enter and complete the first portion of their training ("STO 1" = BCT portion), return to their civilian education or occupation, and come back the following year to complete the second portion of training ("STO 2" = AIT or MOS portion of OSUT).

b. Mandatory release dates (MRDs) are management tools to ensure that STO 1 soldiers are properly processed for training. The MRDs are determined at the soldiers' home stations, and published in the additional instructions section of the active duty orders. It is critical that a STO 1 soldier's MRD be considered when scheduling entry into training.

5-4. Graduation requirements not met.

Installation ARNG/USAR liaison personnel will be notified immediately when RC personnel do not complete all graduation requirements. Installation ARNG/USAR liaison personnel will resolve any potential conflict with extensions on active duty with the appropriate RC command. As necessary, ARNG or USAR personnel will be placed in a holdover status IAW ATRRS Verification Tables (VR) Reason Codes.

5-5. Split training option early releases.

a. Policies pertaining to MRDs follow:

(1) All STO 1 soldiers are guaranteed a return to home of record for civilian education or employment commitments on a predetermined date.

(2) The STO 2 soldiers are not guaranteed a MRD for civilian education or employment purposes as part of the enlistment contract. Individuals returning for STO 2 are expected to remain on active duty until training is completed and a MOS is awarded.

b. To preclude STO 1 individuals from being placed in training with insufficient time to complete the course, the following steps will be accomplished at the installation:

(1) All STO 1 soldiers will be screened prior to the start of training to determine if there are conflicts between the length of training and anticipated release date. Orders must provide more than 70 days to complete training.

(2) Individuals identified as having a conflict will be referred to ARNG or USAR liaison personnel for assistance in conflict resolution. Liaison personnel will contact The State Adjutant General (TSAG), the US Army Reserve Command (USARC), or Regional Support Command, as appropriate, to resolve the conflict and obtain an extension of training time.

(3) When it is impossible to obtain an extension to complete training, and course acceleration is not feasible, ARNG and USAR liaison personnel will request that the TSAG or Continental United States Army (CONUSA) concerned amend the order and return the individual to the parent RC unit. Individuals in this category will not be entered into training.

(4) Should liaison personnel encounter a refusal to revoke the order of an individual with insufficient time to complete the required training, HQ TRADOC, ATTN: ATTG-IT, will be notified for assistance in obtaining a release.

c. Instances may be encountered when conflicts develop between available time and course length for STO 1 soldiers due to conditions such as placement into the FTU, profile, emergency leave, or new start. The following procedures will help minimize the impact on the individual soldier and the training system:

(1) When completion date conflicts exist for those individuals currently in training, the following steps apply:

(a) Installation ARNG and USAR liaison personnel will contact the TSAG or USARC to obtain an extension on the MRD so that training may be completed. When such extensions are obtained, the individual's orders may have to be amended by the installation to clearly indicate the period of training to be performed.

(b) Where extensions on MRDs cannot be obtained, accelerated training to meet POI graduation requirements should be considered.

(2) When training cannot be accelerated so that an individual can meet POI requirements for graduation, or if a soldier fails to meet graduation requirements by his MRD, the following guidance will apply:

(a) Split training option 1 soldiers will continue in training through the latest date possible before processing for release from IET.

(b) DA Form 5286-R (app G) will be annotated to reflect training completed prior to release from active duty, and remaining training to be accomplished to meet graduation requirements. The original ITR will remain in the individual's Military Personnel Records Jacket for return to the parent unit.

d. A copy of DA Form 5286-R will be forwarded to the trainee academic records section for retention to aid in maintaining accurate training files for STO 1 soldiers. A copy of DA Form 5286-R will be furnished to the liaison NCO upon the soldier's departure for home-station (state).

e. Exceptions to the procedures in paragraphs b and c above will be handled on an individual basis, with the appropriate ARNG or USAR liaison representative at the installation. Returning an individual prior to entering into training will be accomplished only after obtaining concurrence from the TSAG or CONUSA concerned.

f. Individuals released from active duty prior to completing STO 1 training will be rescheduled by NGB/CONUSA/USARC to complete course requirements at the ATC they were released from. Installations that receive individuals rescheduled for training will be provided the following information prior to the rescheduled start date:

- (1) Name.
- (2) Social security number.
- (3) Training requirements to be completed.
- (4) Report date.
- (5) Follow-on MOS, if appropriate.
- (6) Copy of ITR.

g. For all early release actions, the proper authority will be the TSAG or USARC concerned.

5-6. Split training option 2 physical fitness test procedures. Split training option 2 soldiers will be administered a diagnostic APFT upon arrival to determine their level of conditioning. Soldiers who do not achieve the BCT standard on the diagnostic APFT will be placed in a remedial PT program. The soldiers may be placed in an FTU if one is available.

5-7. Split training option 2 administrative deficiencies.

a. TRADOC installations may encounter STO 2 soldiers who are not prepared to enter training upon arrival at the installation. Some discrepancies in the area of military personnel records, finance records, medical records, and outdated physicals may occur. Some individuals may report without the required clothing issue.

b. For soldiers who are not prepared to enter training upon arrival for STO 2, the following procedures will be used:

(1) Individuals without current physicals will be given new physicals. Every effort should be made to schedule physicals so that lost training time is kept to a minimum.

(2) Individuals arriving without the required clothing will be provided a new issue by that installation. This additional issue will consist of only those items required to complete the training. Items issued will be charged to the appropriate State United States Property and Fiscal Office, or Army Reserve Command as authorized by AR 700-84.

(3) Individuals arriving without a valid set of orders and their individual health records will be held out of training if these records cannot be duplicated by the installation. The appropriate ARNG or USAR liaison representative will be notified immediately of all personnel held out of training in order to rectify records discrepancies. If the needed documents are not received within 5 days, liaison personnel will notify NGB or Office, Chief of Army Reserve of the delay. If the required records are not received within a total of 10 days, the installation will return the individual to the unit of assignment for rescheduling to complete STO 2.

c. Quarterly, installations will forward a list of discrepancies with the soldiers' names, units, states, site where BCT was conducted, and discrepancies to HQ TRADOC, ATTN: ATTG-IT. Information copies will be provided to the ARNG/USAR liaison personnel at the installations.

5-8. Testing of STO soldiers in IET.

a. Soldiers in STO 1 must meet all BCT graduation requirements prior to being released from STO 1 training.

b. Soldiers in STO 2 AIT must meet all MOS course requirements prior to their release from STO 2 active duty tour.

5-9. Placement into training. In accordance with AR 612-201, chapters 2 and 3, RC personnel processing will meet report dates specified in soldier orders. This policy applies to all BCT, OSUT, and AIT courses, and requires priority seating for RC personnel when insufficient capacity exists to seat all soldiers awaiting a course start. Priority of fill may be modified as required by DA DCSOPS message.

Appendix A References

Section I

Required Publications

DOD Directive 6490.1
Mental Health Evaluations of Members of the Armed Forces

Manual for Courts-Martial United States (2000 Edition)

AR 15-6
Procedures for Investigating Officers and Boards of Officers

AR 40-5
Preventive Medicine

AR 40-501
Standards of Medical Fitness

AR 190-40
Serious Incident Report

AR 350-10
Management of Army Individual Training Requirements and Resources

AR 350-41
Training in Units

AR 380-67
The Department of the Army Personnel Security Program

AR 600-9
The Army Weight Control Program

AR 600-20
Army Command Policy

AR 600-43
Conscientious Objection

AR 601-2
Army Promotional Recruiting Support Programs

AR 601-210
Regular Army and Army Reserve Enlistment Program

AR 612-201
Processing, Control, and Distribution of Personnel at U.S. Army Reception Battalions and Training Centers

AR 614-200
Enlisted Assignments and Utilization Management

AR 621-5
Army Continuing Education System (ACES)

AR 635-200
Enlisted Personnel

AR 670-1
Wear and Appearance of Army Uniforms and Insignia

AR 700-84
Issue and Sale of Personal Clothing

AR 840-10
Flags, Guidons, Streamers, Tabards, and Automobile and Aircraft Plates

DA Pam 40-501
Hearing Conservation Program

NGR (AR) 600-200
Enlisted Personnel Management System

FM 3-4
NBC Protection

FM 21-10
Field Hygiene and Sanitation

FM 21-20
Physical Fitness Training

FM 100-14
Risk Management

STP 21-1-SMCT
Soldier's Manual of Common Tasks (Skill Level 1)

TRADOC Reg 350-16
Drill Sergeant Program (DSP)

TRADOC Reg 350-18
The Army School System (TASS)

TRADOC Reg 350-29
Prevention of Heat and Cold Casualties

TRADOC Reg 350-70
Systems Approach to Training Management, Processes, and Products

TRADOC Reg 385-2
TRADOC Safety Program

TRADOC Pam 600-4
IET Soldier's Handbook

TB MED 81
Cold Injury

TB MED 507
Occupational and Environmental Health: Prevention, Treatment, and Control of Heat Injury

Army Engineer Drawings 28-13-95
Confidence Course Layout Plan (Copies can be obtained from the Office of the TRADOC Engineer at HQ, TRADOC, ATTN: ATBO-G, 5 North Gate Road, Fort Monroe, VA 23651-1048)

Section II

Related Publications

DOD 5500.7-R
Standards of Conduct

DODI 6130.4
Criteria and Procedure Requirements for Physical Standards for Appointment, Enlistment, and Induction in the Armed Forces

AR 27-10
Military Justice

AR 165-1
Chaplain Activities in the United States Army

AR 350-1
Army Training

AR 350-2
Opposing Force Program

AR 350-21
Instruction in Benefits of an Honorable Discharge

AR 350-30
Code of Conduct/Survival, Evasion, Resistance and Escape (SERE) Training

AR 380-19
Information Systems Security

AR 381-12
Subversion and Espionage Directed Against the U.S. Army (SAEDA)

AR 385-10
Army Safety Program

AR 385-55
Prevention of Motor Vehicle Accidents

AR 600-8-10
Leaves and Passes

AR 600-20
Army Command Policy

AR 600-63
Army Health Promotion

AR 623-1
Academic Evaluation Reporting System

FM 3-100
Chemical Operations, Principles, and Fundamentals

FM 16-1
Religious Support

FM 21-10
Field Hygiene and Sanitation

FM 25-100
Training the Force

FM 25-101
Battle Focused Training

GTA 5-8-12
Individual Safety Card

TRADOC Pam 350-70-8
Total Army School System (TASS) Training Requirements Analysis System (TRAS)

Section III

Referenced Forms

DA Form 31
Request and Authority for Leave

DA Form 705
Army Physical Fitness Test Scorecard

DA Form 1045
Army Ideas for Excellence Program (AIEP) Proposal

DA Form 1059
Service School Academic Evaluation Report

DA Form 2028
Recommended Changes to Publications and Blank Forms

DA Form 3349
Physical Profile

DA Form 4187
Personnel Action

DA Form 4856
Developmental Counseling Form

DA Form 5286-R
Individual Training Record, Basic Training (BT), Advanced Individual Training (AIT), One Station Unit Training (OSUT)

DA Form 5286-1-R
Individual Training Record, Basic Training (BT), Advanced Individual Training (AIT), One Station Unit Training (OSUT) (Continuation Sheet)

DA Form 5287
Training Record Transmittal Jacket

DD Form 689
Individual Sick Slip

DD Form 1966
Record of Military Processing - Armed Forces of the United States

DD Form 2808
Report of Medical Examination

DD Form 2351
DOD Medical Examination Review Board (DODMERB) Report of Medical Examination

Standard Form (SF) 88
Report of Medical Examination

TRADOC Form 385-2-5-R-E
Record of Injury

CC Form 139-R
Cadet Enrollment Record

Appendix B

Defense Language Institute English Language Center, ESL Course

B-1. This appendix sets forth TRADOC policies concerning the conduct of IET for enlisted soldiers enrolled in the DLIELC, ESL course, and for lieutenants enrolled in the American English Language Program (AELP) at Lackland Air Force Base (LAFB), Texas.

B-2. Mission and organization. The goal of DLIELC's ESL courses is to provide entry-level enlisted soldiers and officers, who do not speak English as their native language, the English language skills necessary for success in their IET course(s), Officer Basic Course (OBC), and in subsequent military service. The U.S. Army Element (USAE) Commander, serving simultaneously as the DLIELC Deputy Commandant, is responsible for the command, control, training, and administration of U.S. Army permanent party and student personnel at DLIELC. C Company is responsible for student officers attending ESL training. E Company is responsible for U.S. Army pre-Basic Combat Training (BCT) soldiers attending ESL training. Though this appendix is focused primarily on the enlisted soldier IET requirements at DLIELC, the officer English language training requirements are also included.

B-3. Staff relationships. The Deputy Chief of Staff for Training, Individual Training Directorate (DCST-ITD), is the TRADOC functional proponent and POC for the Army's DLIELC ESL program. Other TRADOC offices performing associated functions are:

a. Deputy Chief of Staff for Base Operations Support ensures adequate Army cadre strength in support of E Company, DLIELC.

b. Deputy Chief of Staff for Resource Management (DCSRM) determines manpower staffing in conjunction with DCST-ITD.

c. Deputy Chief of Staff for Training-Individual Training Directorate, Education Division. Monitors and evaluates program activities in coordination with the Army Research Institute.

d. U.S. Army Cadet Command. Identifies officers requiring ESL training at DLIELC. Requests DLIELC administer the English Comprehension Level (ECL) test and Oral Proficiency Interview (OPI) to ROTC cadets prior to their commissioning.

B-4. Selection and processing. Army recruits will be scheduled for DLIELC IAW AR 621-5. Fort Sill RECBN will process enlisted personnel identified for attendance at DLIELC before shipment to LAFB. Lieutenants report directly to LAFB.

B-5. Graduation criteria.

a. Commander, E Company will send enlisted soldiers to BCT/OSUT once they complete at least 10 weeks of English language training, attain an ECL score of 75 or above, a 70 percent quiz average, and attain an OPI score of 1+/1 or higher. Commander, USAE, may grant a waiver and allow E Company to process soldiers to BCT/OSUT who achieve an ECL score within 5 points of the DLIELC qualifying score, provided they meet all other qualifying criteria (minimum of 10 weeks in ESL training and an OPI score of 1+/1). Soldiers who attain a verified ECL score of 85 or above, at any time, will proceed to BCT/OSUT immediately. Commander, E Company will initiate a discharge for any student who fails to achieve course standards after 30 weeks of training, or who fails to show adequate academic progress.

b. Commander, C Company will send lieutenants to OBC after they successfully complete their 16-week AELP course. They must attain an ECL score of 90 or above and an OPI score of 2+/2 or higher.

B-6. Training priorities. The primary mission of DLIELC is to provide English language training. This training is the responsibility of the staff at LAFB, as monitored/approved by the Commander, USAE. The English language training will receive top priority and not be supplanted by other training or activities.

a. In order to obtain feedback concerning enlisted soldier preparedness for BCT/OSUT, DLIELC will disseminate survey materials (direct mail questionnaires) to BCT/OSUT units.

b. In addition to the English language training, Commander, E Company, will use proponent-developed TSPs to conduct 75 hours of military training per quarter.

The primary purpose of E Company's military training program is to teach Army-specific vocabulary associated with military tasks, introduce pre-BCT soldiers to the military lifestyle, and prepare them for BCT. E Company will conduct the military training in table B-1 on a quarterly basis.

c. Commander, C Company will conduct training classes for student officers in order to improve preparedness for the OBC.

Table B-1

E Company military training program

(1) Common Tasks (Level 1)	27 hours
(2) Drill and Ceremonies	15 hours
(3) Military Customs and Courtesies	12 hours
(4) Army Values	12 hours
(5) ID and Wear of the Uniform	6 hours
(6) Military Justice	3 hours
Total: 75 hours	

B-7. Physical fitness training.

a. Commander, E Company will create and implement a PFT program with the goal of raising each pre-BCT soldier's APFT score to the BCT standard. Physical fitness training will be conducted a minimum of three training days per week throughout the course IAW the ESL fitness program approved by HQ TRADOC. A diagnostic APFT will be administered in weeks one, four, and every fourth week thereafter until graduation.

b. Commander, C Company will conduct PFT a minimum of three days per week for student officers. A diagnostic APFT will be administered monthly.

B-8. Phased training. To enhance training effectiveness, the military instruction program for enlisted IET soldiers is divided into three distinct phases. The concept of phasing and associated goals (IAW paragraph 2-2) was established to provide the entry-level soldier with intermediate objectives, which give common direction and serve as milestones.

a. Phase I will last from the soldier's arrival through the sixth week of military training.

(1) Phase I is characterized by the following:

- (a) Emphasis on English language skills.
- (b) Strict discipline.
- (c) Constant supervision.
- (d) All movement in formation.
- (e) Daily inspections.
- (f) Orientation to the military lifestyle.
- (g) Start the Army Physical Fitness Program.

(2) The goals for soldiers during Phase I are to:

- (a) Begin English Language training.
- (b) Learn and conform to military standards of conduct.
- (c) Learn to identify and wear an Army uniform.

b. Phase II begins at the start of the seventh week of training and continues through the 12th week of training or until the completion of ESL training, whichever occurs first.

- (1) Phase II is characterized by:
 - (a) Continued emphasis on English language skills.
 - (b) Gradual release from total control.
 - (c) Preparation for BCT.
- (2) The goals for soldiers during phase II are to:
 - (a) Meet or exceed DLIELC language standards.
 - (b) Meet or exceed BCT APFT standards.
 - (c) Become familiar with selected Level I Army Common Tasks.
 - (d) Develop self-discipline and team building skills.

c. Phase III begins at the start of the 13th week of military training and continues through the 30th week of training or until the completion of ESL training, whichever occurs first.

- (1) Phase III is characterized by:
 - (a) Continued emphasis on English language skills.
 - (b) Increased release from total control.
 - (c) Preparation for BCT.
- (2) The goals for soldiers during phase III are to:
 - (a) Meet or exceed DLIELC language standards.
 - (b) Meet or exceed BCT APFT standards.
 - (c) Become more familiar with selected Level I Army Common Tasks.
 - (d) Develop self-discipline and team building skills.

d. Cadre must:

- (1) Provide an environment conducive to learning English.
- (2) Lead by example.
- (3) Insist on high standards and assist soldiers in meeting those standards.
- (4) Conduct effective counseling on soldier's performance.
- (5) Conduct quality reinforcement/remedial training.

B-9. Cadre and Drill Sergeants. Cadre and drill sergeants selected for E Company must have demonstrated a high degree of motivation and the commitment to assist in the development of soldiers who can succeed in BCT/OSUT. All cadre must have an intimate knowledge of the TRADOC insist/assist training policy and complete the appropriate cadre training course. Additionally, a minimum of two drill sergeant positions will require Spanish language proficiency.

B-10. EXODUS. Defense Language Institute English Language Center will implement TRADOC guidance concerning Christmas Holiday EXODUS for enlisted IET soldiers to the maximum extent possible while giving appropriate consideration to the impact upon DLIELC staffing, training, and resources.

B-11. Separate and Secure. Commander, E Company will exercise the Separate and Secure policy as outlined in this regulation for the AIT training environment.

Appendix C

Defense Language Institute, Foreign Language Center

C-1. This appendix sets forth TRADOC policies concerning the conduct of IET of post-BCT soldiers at the DLIFLC, Presidio of Monterey, CA.

C-2. Mission and organization. The mission of the 229th Military Intelligence Battalion at the DLIFLC is to produce language trained, highly motivated, physically fit, battle focused soldiers. This mission also includes taking care of soldiers and their families. Though this mission encompasses required training for both IET and careerist soldiers assigned to DLIFLC, this appendix is tailored specifically to the IET soldiers.

C-3. Training priorities. The primary purpose and mission priority at DLIFLC is to provide language training. The instruction and acquisition of a language at the DLIFLC is a rigorous, mentally demanding activity.

a. Classroom instruction is conducted 7 hours a day, 5 days a week. The course of instruction for a particular language determines the length of the course (26 to 63 weeks). Regardless of course length, completion of language training at DLIFLC awards a soldier a skill qualification identifier (SQI), not a MOS. Therefore, language training is not considered AIT.

b. In addition, the POI provides for required military training, Common Skill Test/CTT, PFT, Drill and Ceremony, etc. This training is conducted daily and 1 to 2 weekend days per quarter (table C-1).

Table C-1
Required military training

(1) Reception and integration training	12 hours
(2) Common skills training/testing	24-67 hours
(3) Physical fitness training	86-210 hours
(4) Inspections	14 hours
(5) Drill and Ceremony	10-30 hours

c. With the intense schedule of training, personal time is limited which contributes to an environment that is stressful, both academically and physically.

C-4. Phased training. To enhance the execution of IET, the course of instruction at DLIFLC has been divided into three distinct phases. This concept of phasing and associated goals (IAW paragraph 2-2) was established to provide intermediate objectives, which give common direction and serve as milestones for the soldier. The program includes establishment of goals for academics (language), fitness, and general military knowledge/proficiency training. In that the IET soldiers arriving at DLIFLC have completed phases I - III at BCT, the phase program at DLIFLC essentially follows that of paragraph 2-2b(4) with the following modifications:

a. Phase IV. Soldiers remain in Phase IV from arrival at DLIFLC until the fourth week on station.

(1) The requirements for advancement from Phase IV are as follows:

(a) Completion of commitment training and reception and integration counseling.

(b) Completion of required battalion and company briefings.

(c) Successfully complete a diagnostic APFT during week four.

(d) Completion of a clothing inventory.

(e) Successful completion of uniform, room and wall locker inspections.

(2) Phase IV is characterized by the following restriction/limitations in addition to those in paragraph 2-2b(4)(a).

(a) Soldiers will reside in the barracks. Married soldiers who arrive with their families will settle their families in housing and will be authorized limited visitation.

(b) Soldiers are not authorized use of tobacco or consumption of alcoholic beverages, regardless of age.

(c) Limited off-post privileges.

(d) Civilian clothes are not authorized.

b. Phase V begins at the successful completion of phase IV. The duration of Phase V is based on standards rather than time, but typically will not last longer than the 17th week on station.

(1) Initial entry soldiers at DLIFLC will stay in phase V until meeting the following criteria:

(a) Pass record APFT (60/60/60) at the eighth week on station.

(b) Successful completion of common skills testing.

(c) Attendance at a financial management class.

(d) Demonstrate the ability to think, look, and act like a soldier, without supervision.

(e) Demonstrate knowledge of the Army's seven core values (LDRSHIP).

(2) Phase V soldiers are afforded the following privileges:

(a) Married soldiers may move in with their families.

(b) Civilian clothing is authorized.

(c) Privately owned vehicles are authorized.

(d) Alcohol is authorized for soldiers of legal age with an approved pass.

(e) Use of the student club is authorized.

(f) Off-post passes are authorized.

(g) Overnight passes are authorized.

c. Phase V+ begins at the completion of phase V and continues until arrival at follow-on training or permanent duty station.

(1) Phase V+ requirements are:

(a) Must pass a record APFT within 30 days of graduation.

(b) Completion of Class A and BDU inspection within 15 days of graduation.

(2) Phase V+ soldiers are afforded nearly the same privileges and restrictions as careerist students.

C-5. Physical fitness. Physical fitness is a cornerstone of effective soldiering. All soldiers are expected to achieve and maintain the standards of the APFT. The following timelines and requirements are established to most effectively produce physically fit IET soldiers.

a. All IET soldiers will conduct physical fitness training five times per week while in phase IV and V and three times a week during phase V+.

b. All phase IV soldiers will take a diagnostic APFT during week 4.

c. All IET soldiers will take a record APFT at approximately week 8 at DLIFLC (IAW paragraph 4-3d(3)), semi-annually for those who have met the APFT standards IAW AR 350-41, and within 30 days of graduation. Those not meeting standard will be administered additional diagnostic and record APFTs IAW FM 21-20/AR 350-41.

C-6. Cadre selection and training. Cadre selected for assignment at DLIFLC must have demonstrated a high degree of motivation, professionalism, and the commitment necessary to develop well-trained and disciplined soldiers. Though most of the DLIFLC cadre are not drill sergeants, cadre members must be of the same high caliber and prepared to provide the same leadership as drill sergeants. All cadre members will attend CTC, per appendix F. The 229th Military Intelligence Battalion will conduct the CTC no less than twice per year. The CTC will be geared to DLIFLC's unique training environment.

Appendix D Fast Track

D-1. Fast Track provides instruction beyond the scope of the standard POI, and is a voluntary program for IET soldiers who show potential by exceeding the standards. It is based on the premise that these soldiers will not be fully challenged by the standard POI, and will be able to accept additional instruction. This instruction will not increase course length, will be executed within the commander's existing resources, and should average an additional 9 hours per week for the duration of the Fast Track course of study. Incentives for participation include special privileges, letters, certificates, and accelerated advancement. Accelerated advancement will be awarded IAW applicable HQDA policies and quotas.

D-2. Even though the goal for participation in the program is 20 percent of a class, there is no upper limit as to the number of soldiers who can participate if they meet the POI proponent's criteria.

D-3. The objective of Fast Track is to teach the brightest soldiers, as a group, on more tasks, in basically the same amount of training time. It is not the intention of the program to "punish" these soldiers by giving them additional MOS training after normal duty hours and on weekends when other soldiers are not in MOS training. However, there may be some instances where facility and personnel constraints force this to happen. These situations should be the exception and not the rule.

D-4. Additional tasks trained will be annotated on appropriate individual training records forwarded to the first unit of assignment.

Appendix E

TRADOC/USAREC IET Recruit/Cadet Tattoo/Brand Policies

E-1. General. This appendix provides the current TRADOC IET recruit/cadet tattoo/brand policies, procedures and responsibilities. These policies apply to all AC, USAR, and National Guard soldiers, whether non-prior service or prior service.

E-2. Documentation.

a. The USAREC and Cadet Command screen new entrants with tattoos/brands for compliance with Army policy. When suspected noncompliant tattoos/brands are discovered, USAREC/Cadet Command will deny entry, discharge/disenroll the individual, or include a commander's approval memo in the recruit's/cadet's administrative packet as appropriate. USAREC describes approved tattoos/brands in the remarks block of DD Form 1966, Record of Military Processing - Armed Forces of the United States. Cadet Command describes approved tattoos/brands in the notes column of Cadet Command Form 139-R, Cadet Enrollment Record.

b. The Military Entry Processing Command (MEPCOM) and DOD Medical Examination Review Board (DODMERB) document tattoos/brands on SF 88/DD Form 2808 or DD Form 2351 and review body marks or scars IAW the DODI 6130.4. Neither MEPCOM nor DODMERB have approval/disapproval authority.

E-3. Policy. Army policy prohibits any tattoos/brands on the face, neck, or head (see paragraph E-3a); tattoos/brands (other than on the face, neck, or head) that are visible and detract from a soldierly appearance while wearing the Class A uniform; and/or tattoos/brands (other than the face, neck, or head) that are prejudicial to good order and discipline.

a. The current AR 670-1 tattoo policy is under revision by DA and there have been numerous informal guidance documents since 1992 (see paragraph E-8). All commanders should monitor future changes to these policies and exercise common sense and good judgment in applying the Army policy provisions of this appendix. As an interim policy, no action should be taken regarding female permanent facial make-up such as eyeliner or lipstick tattoos that conform to the AR 670-1 make-up standards.

b. Tattoos/brands that are visible while wearing the Class A uniform do not automatically detract from a soldierly appearance. Blanket determinations that "if it shows, it goes" are inappropriate.

c. The decision whether a tattoo/brand is prejudicial to good order and discipline should focus on whether the tattoo/brand itself is blatantly inflammatory and likely to create discord in the unit.

d. The following guidelines should be used in making the decision:

(1) Is the tattoo/brand likely to cause outrage, offense, or distrust to such an extent as to prejudice good order and discipline?

(a) The content, location, and likely reaction to the tattoo/brand (perception: what it means to the unit's soldiers) are all relevant factors. Tattoos/brands that are visible in Army uniforms (to include the PFU), for example, may be more likely to prejudice good order and discipline than a tattoo in a "private" (covered by the PFU) body area.

(b) Tattoos/brands that prejudice good order and discipline may include depiction of genitals, sex acts, excretion, or offensive language that refers to these things. Patently racist/extremist tattoos/brands include such language or symbols as "KKK" and swastikas. Commanders must articulate how the tattoo/brand is interpreted—or is likely to be interpreted—in the unit and how this prejudices good order and discipline, to substantiate removing/modifying the tattoo or separating the soldier.

(2) Commanders should also examine the tattoo/brand as a possible extremist affiliation indicator IAW AR 600-20, paragraph 4-12. Equal Opportunity Advisors (EOA) or CID may be able to assist the commander in this determination.

(3) Commanders should not automatically conclude questionable tattoos/brands indicate particular affiliations or meanings. Many tattoos/brands are not intended to show extremist affiliation, and other soldiers don't perceive the wearer to be affiliated with such organizations. In such cases, the commander should counsel the soldier that the tattoo/brand may be subject to multiple interpretations and may even be found to be prejudicial to good order and discipline by a future unit commander. The commander should not counsel that maintaining the tattoo/brand will lead to separation.

E-4. Battalion Commanders, USAREC and Brigade Commanders, Cadet Command responsibilities.

a. The USAREC battalion commanders and Cadet Command brigade commanders determine whether a questionable tattoo/brand complies with Army policy.

b. Commanders will review all observed and/or reported tattoos/brands that may be in violation of Army policy. If the tattoo/brand is in a private area, medical personnel will document the tattoo/brand for the reviewing commander.

c. The USAREC battalion commander or Cadet Command brigade commander will disqualify the applicant/recruit/cadet if they determine that the tattoo/brand does not comply with Army policy and if the applicant/recruit/cadet will not remove or modify the tattoo/brand. Cadet Command brigade commanders will process a cadet for disenrollment if the tattoo/brand does not comply with Army policy, and the cadet does not remove or modify the tattoo/brand.

d. Once the commander determines that the tattoo/brand complies with Army policy, the decision will be documented in the individual's personnel file/record (DD Form 1966/CC Form 139-R and approval memorandum).

E-5. TRADOC reception battalion/IET training battalion commander responsibilities. If a RECBN or IET training battalion commander observes, or is informed about, a soldier's tattoo/brand that appears to violate the policy, the commander will:

a. Review the soldier's records for a prior command determination that the tattoo/brand complies with Army policy.

b. If no prior determination exists, or if the commander questions the tattoo's acceptability, the battalion commander (or the summary court-martial convening authority), after consultation with the servicing SJA and the EOA, will:

(1) Determine whether the tattoo/brand complies with Army policy.

(2) Notify the appropriate accession organization's representative (RECBN USAREC liaison NCO; USAREC HQ (DSN 536-0494); USAR/ARNG LO; processing military entrance processing station; senior Cadet Command officer on post, etc.) about the undocumented tattoo/brand. Drawings or carefully cropped photos should be included to assist the accession organizations' fact-finding process.

c. If the IET battalion commander determines that the tattoo/brand does not comply with Army policy, the commander will inform the soldier/cadet that the tattoo/brand is not in compliance with Army policy.

(1) The commander will counsel the soldier and explain the soldier's options:

(a) Modify or remove the tattoo/brand at a qualified tattoo facility at the soldier's own expense,

(b) Be processed for separation from the Army.

(2) Commanders will not order a soldier to remove a tattoo/brand.

d. If the soldier decides to modify the tattoo/brand, the commander should review the planned modification to ensure acceptability. Modifications could include tattooing clothing over a tattoo with genitals or transforming offensive symbols into neutral ones.

e. If the soldier is to be separated instead of removing/modifying the tattoo, counsel the soldier on the guidelines of separation under AR 635-200. Inform the local SJA and initiate the appropriate separation action.

E-6. Separation determination. There will be tattoos/brands that are questionable, and in those cases, the commander will have to make the appropriate judgment call following coordination with the SJA, EOA, and CID (as appropriate). Commanders must ensure they afford soldiers due process and comply with the policy's intent. Separating a soldier is appropriate when commanders can articulate how and why a tattoo/brand is likely to prejudice order or discredit the service by detracting from a soldierly appearance when the soldier declines to modify or remove the tattoo/brand. Requiring this justification minimizes the possibility that "prejudicial to good order" is abused to impose personal tastes, interpretations, and aesthetics on others. If the tattoos and/or brands are so blatantly inflammatory so as to threaten good order and

discipline and create discord in the unit, and the soldier declines to have the tattoo/brand removed or modified, then the soldier will be separated IAW AR 635-200. A decision flow chart is available as a download at <http://www-dcst.monroe.Army.mil/IET/hottop.htm>.

E-7. Related tattoo/brand references:

a. AR 670-1, Wear and Appearance of Army Uniforms and Insignia.

b. Message, 051606Z JUN 98, DAPE-HR-PR, Subject: Wear and Appearance of Army Uniforms and Insignia, AR 670-1.

c. Message, 071812Z AUG 98, DAPE-HR-PR, Subject: Wear and Appearance of Army Uniforms and Insignia, AR 670-1.

d. Message, 310609Z DEC 98, DAPE-HR-PR, Subject: Administrative Guidance to Army Tattoo Policy In Accordance With AR 670-1.

e. Hot Topics - Current Issues for Army Leaders, Spring 1999.

Appendix F

Initial Entry Training Cadre/Support Personnel Training Requirements

F-1. Assigned personnel will attend the following IET cadre/support personnel training as indicated:

a. TRADOC PCC: IET brigade and battalion commanders, and Command Sergeants Major. Brigade/battalion cadre (in key leadership positions such as Executive Officer (XO)/Operations Officer (S-3), as well as brigade UMT members and Training Center IG/Deputy IG, will attend TRADOC PCC on a space-available basis. Branch managers will use the ATRRS to schedule TRADOC PCC attendees.

b. Cadre Training Course: IET company commanders, first sergeants, XOs, company grade staff officers (S1-S4), brigade/battalion operations noncommissioned officers in charge, brigade/battalion cadre (in key leadership positions such as XO/S-3), and IET UMT members and all Training Center IGs who have not attended TRADOC PCC will attend CTC.

c. Support Cadre Training Course: All IET cadre who do not attend PCC or CTC and military and civilian IET primary instructors. The following personnel include, but are not limited to, brigade/battalion/company staff section NCOs, military IET instructors, DoD/DA civilian IET primary instructors, contracted civilian IET primary instructors, unit armorers, unit supply personnel, and RECBN processing NCOs.

d. Installation Staff Contractor's Training Course: All installation staff, medical, dental, and contract personnel, who in the execution of their duties, come into daily or frequent contact with IET soldiers. The following personnel include, but are not limited to, Clothing Initial Issue Point/Central Issue Facility employees, dining facility employees, medical personnel, dental personnel, and other civilian installation personnel (e.g., drug and alcohol representative).

F-2. All IET assigned personnel should attend specified IET cadre/support personnel training prior to but NLT 30 days after assuming their IET duties. Reserve component IET personnel will complete specified support personnel training NLT 120 days after assuming IET duties.

F-3. Commander, Fort Jackson, ATTN: ATZJ-PCC, Fort Jackson, SC 29207-5313, is the proponent for TRADOC PCC, CTC, SCTC, and ISCTC, and is responsible for the instructor certification process and course certification of the approved CTC sites. The following TRADOC installations/units are authorized to conduct CTCs: Forts Benning, Bliss, Gordon, Huachuca, Jackson, Knox, Lee, Leonard Wood, Sill, and the DLIFLC (Monterey, CA). All USAR training divisions are authorized to conduct CTCs.

F-4. All TRADOC installations, TRADOC units on non-TRADOC installations, and USAR training divisions are authorized to conduct SCTCs and ISCTCs. Personnel (to include drill sergeants and former drill sergeants) authorized to instruct IET SCTC and IET ISCTC must be CTC-qualified and certified by their respective TRADOC installation/Division (Institutional Training) commander, or unit commander on non-TRADOC installations.

F-5. TRADOC installation personnel and personnel on non-TRADOC installations will attend CTC in one of the following modes:

- a. Resident training at any approved IET CTC.
- b. Mobile Training Team from Fort Jackson.
- c. When available, TRADOC approved distance learning IET CTC.

F-6. USAR training division personnel will attend CTC in one of the following modes:

- a. Resident training at home station approved IET CTC.
- b. Resident training at affiliated installation's approved IET CTC.
- c. When available, TRADOC approved distance learning IET CTC.
- d. Mobile Training Team from affiliated installation.

F-7. Former drill sergeants and cadre/support personnel returning to IET positions after being out of the IET environment for more than 24 months will attend the appropriate training course.

F-8. The Fort Jackson proponent (ATTN: ATZJ-PCC) will host an annual cadre training conference and monitor TRADOC PCC, CTC, SCTC, and ISCTC certification to ensure compliance with this regulation.

F-9. All IET TRADOC installations (to include satellite AIT elements) and IET TRADOC units on non-TRADOC installations are required to report PCC, CTC, SCTC, and ISCTC attendance NLT the last Thursday of each quarter to the Fort Jackson proponent (ATTN: ATZF-PCC). All USAR training divisions will provide required reports quarterly through the USARC, ATTN: AFRC-OP, for collation and forwarding to the Fort Jackson proponent NLT the last Thursday of each quarter. The Fort Jackson proponent will consolidate all reports, and forward the completed quarterly training report to HQ TRADOC, ATTN: ATTG-IT, within 5 working days.

F-10. The IET CTC is not a replacement for officer and NCO professional development training. Commanders will ensure that regularly scheduled professional development classes are conducted for, and attended by, the IET cadre. These classes are not to be limited to IET issues; they should encompass all aspects of professional development.

F-11. The senior army commander/representative on non-TRADOC installations is responsible for coordination efforts with the non-TRADOC installation commander to ensure compliance with policies prescribed in this regulation.

Appendix G

Training records

G-1. Training records provide gaining unit commanders with an official record of the soldier's completed training, and serve as objective departure points for unit training. The IET soldier's training records packet will contain the following:

a. A DA Form 5286-R (Individual Training Record (ITR)) will be initiated and maintained by the soldier's assigned company for every soldier attending IET. The modified DA Form 5286-R in the AIMS-PC database will be used to document the completion of training requirements in all IET. This form streamlines the information required and provides a standardized reporting format for all IET sites. A sample modified DA Form 5286-R is at figure G-1.

b. Enlisted personnel attending MOS producing courses in order to reclassify or reenlist into another MOS, or prior service personnel enlisting IAW paragraph 2-18, will receive a DA Form 1059 (Service School Academic Evaluation Report) upon completion of their course, regardless of course length.

c. A DA Form 705 (Army Physical Fitness Test Scorecard) will be included in the training records packet.

G-2. Installations must ensure that out-processing is IAW AR 612-201. Losing units will ensure completed training forms are given to each soldier to hand-carry to their next training site or first unit of assignment using DA Form 5287, Training Record Transmittal Jacket. Active Component soldiers will not depart IET without training records. Commanders must instill in their soldiers the importance of safely hand-carrying these records to their next duty station. In accordance with AR 635-200, RC soldiers' training records will be sent to the appropriate TSAG's Office or supporting USAR Command upon completion of training.

G-3. Due to the increasing problem of identity theft, commanders must ensure that critical personal identification information is not included on the outside of the records packet envelope. Packets need to be marked in order to identify the content's owner, but complete names and social security numbers should not be placed on the outside of the envelope. Development of proper records identification systems will be at the commander's discretion.

(13) Complete all required foot and tactical road marches	_____
(14) Complete all required tactical field training and Field Training Exercises (FTX)	_____
(15) Receive training to standard in all mandatory subjects	_____

B. AIT/OSUT PHASES IV-V REQUIREMENTS: DATE COMPLETED/SCORE

(1) Pass the APFT - 180 points minimum (60 per event)	_____
Raw Points	
PUSHUPS:	_____
SITUPS:	_____
RUN:	_____

(2) Pass all end-of-phase tests ((/date):

a. Phase IV:	_____
b. Phase V:	_____

(3) Demonstrate performance of MOS-specific critical tasks in POI _____

(4) Complete all required foot and tactical road marches _____

(5) Complete all required tactical field training and Field Training Exercises (FTX) _____

8. ADDITIONAL INFORMATION

AGE: _____ HEIGHT: _____ WEIGHT: _____ MAX WEIGHT: _____

First 6 months AD: IET SOLDIER MEETS THE REQUIREMENTS OF AR 40-501 (Y/N): _____

After 6 months AD: IET SOLDIER MEETS THE REQUIREMENTS OF AR 600-9 (Y/N): _____

IF NO, BODY FAT PERCENTAGE IS: _____

9. COMMENTS:

10. INDIVIDUAL HAS SATISFACTORILY COMPLETED THE REQUIREMENTS OF THE TRAINING PROGRAM NOTED ABOVE (Except as noted on this form):

Signature of Training Officer or Commander _____ Date _____

Figure G-1 (continued). Sample individual training record

Appendix H

Fitness Training Unit

H-1. This appendix promulgates TRADOC policy concerning the operation of FTUs at all ATCs.

H-2. The FTU consists of two elements: the Physical Conditioning Unit (PCU), and the PTRP.

H-3. The mission of the FTU is to:

a. Physically and mentally prepare pre-BCT/OSUT soldiers for BCT/OSUT (PCU).

b. Rehabilitate and physically prepare soldiers, injured after assignment to a training unit, to return to training (PTRP).

c. Physically and mentally train soldiers until they can achieve the appropriate APFT standard for graduation (APFT completion program, a subset of the PCU).

H-4. Cadre selected for the FTU must demonstrate a high degree of motivation and commitment to assist and develop soldiers to succeed in BCT/OSUT.

a. Fitness training unit drill sergeants must have 1 year of IET experience prior to FTU assignment, and must present a physically fit appearance. It is essential that the soldier receive a positive image of the Army when entering the FTU.

b. Cadre will be assigned to either the PCU or the PTRP to allow them to focus on the physical training and leadership needs of the group to which they are assigned.

c. The quality of training facilities and equipment significantly impacts a soldier's attitude toward this training. Commanders must ensure the environment supports the objectives of the program. Equipment and classrooms require special attention to ensure proper standards are maintained.

H-5. Physical Conditioning Unit. The mission of the PCU is to prepare soldiers physically and mentally for BCT or OSUT. The program is designed to graduate success-oriented soldiers who are capable of meeting the physical demands of BCT/OSUT. Cadre must create a positive environment that establishes realistic goals for the soldier, provides assistance to achieve the goals, and positively recognizes the soldier when goals are achieved.

H-6. All pre-BCT/OSUT soldiers will be given an assessment test while at a U.S. Army RECBN. The test will be administered by either FTU cadre or qualified RECBN drill sergeants, and the results used to determine whether or not a soldier will be assigned to the PCU. Table H-1 shows the entry criteria for assignment to the PCU.

Table H-1
Entry criteria

FTU ENTRANCE CRITERIA		
EVENT	MALE	FEMALE
Push-ups	0 - 12	0 - 2
Sit-ups	0 - 16	0 - 16
Run	08:31 or slower	10:31 or slower

H-7. Soldiers assigned to a PCU will normally receive up to 4 weeks of training. Assessment tests will be given each week to determine if a soldier has reached a level of physical conditioning sufficient to begin BCT/OSUT. The exit criteria to determine completion of FTU training is found in table H-2.

Table H-2
Exit criteria

FTU EXIT CRITERIA		
EVENT	MALE	FEMALE
Push-ups	13 or greater	3 or greater
Sit-ups	17 or greater	17 or greater
Run	08:30 or faster	10:30 or faster

a. Once soldiers have attained the required physical standards specified above, cadre will conduct an interview to ensure soldiers have the motivation and attitude to successfully complete BCT/OSUT. The unit commander will review the performance of the soldier before authorizing shipment from the PCU.

b. If a soldier fails to meet the exit criteria after 4 weeks in the PCU, the PCU chain-of-command will evaluate each individual on a case-by-case basis to determine the action required.

(1) Based on the soldier's demonstrated continuous improvement while in the PCU and the recommendations of the PCU chain-of-command, the commander may authorize the soldier to proceed to Phase I of BCT/OSUT.

(2) If the soldier did not show continuous improvement and was not recommended for release by the PCU chain-of-command, the commander will consider them for discharge.

(3) In exceptional circumstances, the commander may authorize selected soldiers to be retained in the PCU beyond 4 weeks.

H-8. Reassignment of BCT/OSUT soldiers to the FTU is authorized. These soldiers will be reported in the ATRRS. Ensure FTU input and graduation data is posted into ATRRS IAW AR 350-10. Assistance for ATRRS can be obtained from HQ TRADOC, ATTN: ATOM-O.

H-9. Army National Guard/United States Army Reserve soldiers who do not meet minimum physical fitness standards for entrance into BCT will be assigned to the PCU. Army National Guard/United States Army Reserve soldiers with mandatory release dates requiring return in less than 12 weeks after arrival at the RECBN who require assignment to the PCU, must have their MRD extended by the State Initial Duty Manager in coordination with the ARNG/USAR LNO. Those soldiers unable to extend their MRD will be processed in coordination with the ARNG/USAR LNO.

H-10. Physical Training Rehabilitation Program. ATCs will establish a PTRP using the guidelines below:

- a. Entrance criteria: Soldiers assigned to the PTRP will meet the entrance criteria listed in paragraph 4-4b(1).
- b. A drill sergeant who is a certified Master Fitness Trainer (MFT) will prepare and monitor the soldier's rehabilitation program based on guidance from the physical therapist or other medical personnel.
- c. The minimum drill sergeant-to-trainee ratio of 1:17 should not be exceeded.
- d. When the PTRP is collocated with the APFT completion program, PTRP soldiers will be trained and billeted separately from the APFT holdovers.

H-11. Physical Training Rehabilitation Program entrance guidelines:

- a. Once the commander approves a soldier's enrollment in the PTRP, the soldier's losing unit will contact the FTU commander or first sergeant to coordinate the reassignment of the soldier prior to transport. Soldiers will be transported to the PTRP by the losing unit.
- b. Soldiers must have the following to in-process at the PTRP:
 - (1) TRADOC Form 385-2-5-R-E, Record of Injury (fig H-1), and the current profile with recommendation to PTRP along with signature from a physical therapist. The profile will be recorded on a DD Form 689 if for 30 days or less (fig H-2), or on a DA Form 3349 if profile is in excess of 30 days (fig H-3).
 - (2) Counseling statements from company commander/first sergeant recommending PTRP.
 - (3) Memorandum of recommendation for PTRP from battalion commander/CSM.
 - (4) Orders assigning soldier to the PTRP.
 - (5) Clothing record with all items listed and personal items. If soldier has items at the laundry service, the soldier must have the "pink slip."
 - (6) Dental and medical records.
 - (7) Physical training card.
 - (8) Identification card and tags.
 - (9) Diskette with training records and/or hard copy.
 - (10) Any personal items in the company safe.
- c. To be accepted into the PTRP, USAR and ARNG STO 1 soldiers must have MRDs that will allow them sufficient time to finish healing and complete BCT. If the reserve component liaison cannot get the MRD extended or the soldier will not extend his/her MRD, the soldier will not be accepted into the PTRP and will be processed in coordination with the RC LNO.

H-12. Physical Training Rehabilitation Program exit guidelines.

- a. A medical officer will refer soldiers who fail to make normal physical progress to the soldier's commander.
- b. A physical therapist or appropriate medical officer will clear soldiers for return to training.
- c. The colonel (O6) responsible for the PTRP will determine the soldier's placement in training and their unit assignment on completion of PTRP. Consideration should be given to the amount of time spent in the PTRP, acclimatization needed for the particular phase and rigors of training the soldier will be entering, and the amount of retraining that may be required due to learning decay.
- d. The PTRP will transport the soldier to the gaining unit.

H-13. Responsibilities.

- a. Headquarters, TRADOC.
 - (1) Establish policy concerning FTU operations.
 - (2) Provide the ATCs the necessary resources, including manpower and funding, to conduct FTU operations.
- b. Army training center commanders.
 - (1) Ensure adequate resources are provided for assessment and FTU operations, including personnel, equipment, and facilities. Manpower resources for FTU are validated by application of (RECBN) Manpower Staffing Standards. Fitness training units are defined within this standard under separate manpower tables. Training funds for FTU workload is based on historical student load data contained in ATRRS. Functional proponent for the FTU manpower staffing and funding information is HQ TRADOC, ATTN: ATTG-R. Reception battalion functional proponent is ATTG-M. Annual Manpower Staffing Standard System application is conducted by DCSRM, HQ TRADOC, and verified by installation Director of Resource Management.
 - (2) Develop cadre training programs that will ensure FTU cadre are properly trained and motivated to perform FTU duties.
 - (3) Request adequate MFT course quotas to ensure that the FTU company commander and 50 percent of the assigned drill sergeants are MFT qualified.
 - (4) Ensure FTU training is conducted IAW this appendix.

RECORD OF INJURY

(TRADOC Reg 385-2; proponent agency is Command Safety)

SECTION I - To be completed by supervisor and delivered by patient, if possible, to Dispensary or First Aid Station

LAST NAME HILLIARD	FIRST NAME MILTON	MIDDLE INITIAL (Person injured)	GRADE SGT/E5	AGE 24
OCCUPATION OR DUTY WHEN INJURY OCCURRED VEHICLE MAINTENANCE AT BATTALION MOTOR POOL		INJURY		RETURN TO DUTY
		HOUR 0930	DATE 06/05/01	HOUR 0630 DATE 06/12/01
				EXACT LOCATION WHERE OCCURRED VEHICLE LIFT RACK IN BAY # 3

HOW INJURY OCCURRED (exactly what injured was doing and what caused the injury)

SGT FAILED TO LOCK PARKING BRAKE ON VEHICLE BEING SERVICED. WHILE REMOVING RIGHT REAR AXLE VEHICLE BEGAN TO ROLL BACKWARDS. SGT ATTEMPTED TO STOP VEHICLE WITH HIS HANDS. SGT'S RIGHT HAND WAS CAUGHT BENEATH REAR WHEEL CAUSING LACERATIONS AND CONTUSIONS.

UNIT OR ORGANIZATION TELEPHONE

A/2-16 FA
FORT HOUSTON, AZ

NAME OF SUPERVISOR, MILITARY OR CIVILIAN (Print or type)

MAJ CLARK MABREY
MAINTENANCE OFFICER
HHB/2-16 FA

SECTION II - To be completed by Medical Officer/attendant for information of the supervisor and others, as appropriate.**NATURE AND EXTENT OF INJURY OR OCCUPATIONAL ILLNESS**

(THIS AREA WILL BE FILLED IN BY ATTENDING PHYSICIAN.)

DISPOSITION (Check one)☐

RETURN TO REGULAR DUTY

☐

RETURN TO WORK OF LIGHT NATURE

☐

HOSPITAL

☒

OTHER

ESTIMATED ABSENCE IN DAYS BEYOND DAY
ON WHICH INJURY OCCURRED
SOLDIER HAS BEEN GIVEN 6 DAYS CONVALESCENCE.

NAME OF MEDICAL OFFICER OR ATTENDANT
(Print or type) COL DAVID Q. PRENTICE
MEDICAL OFFICER, BIOUVAC ARMY HOSPITAL
FORT HOUSTON, AZ

TELEPHONE
777-9311

<div>INDIVIDUAL SICK SLIP</div> <div><input type="checkbox"/> ILLNESS <input type="checkbox"/> INJURY</div>		DATE
LAST NAME FIRST NAME MIDDLE INITIAL OF PATIENT		ORGANIZATION AND STATION
SERVICE NUMBER/SSN	GRADE/RATE	
UNIT COMMANDER'S SECTION		MEDICAL OFFICER'S SECTION
IN LINE OF DUTY		IN LINE OF DUTY
REMARKS		DISPOSITION OF PATIENT <input type="checkbox"/> DUTY <input type="checkbox"/> QUARTERS <input type="checkbox"/> SICK BAY <input type="checkbox"/> HOSPITAL <input type="checkbox"/> NOT EXAMINED <input type="checkbox"/> OTHER (Specify):
		REMARKS
SIGNATURE OF UNIT COMMANDER		SIGNATURE OF MEDICAL OFFICER

Figure H-2. Sample DD Form 689

PHYSICAL PROFILE <small>For use of this form see AR 40501; the proponent agency is the Office of The Surgeon General</small>																	
1. MEDICAL CONDITION				2. <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="padding: 2px 5px;">P</td> <td style="padding: 2px 5px;">U</td> <td style="padding: 2px 5px;">L</td> <td style="padding: 2px 5px;">H</td> <td style="padding: 2px 5px;">E</td> <td style="padding: 2px 5px;">S</td> </tr> <tr> <td style="height: 20px;"></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>		P	U	L	H	E	S						
P	U	L	H	E	S												
3. ASSIGNMENT LIMITATIONS ARE AS FOLLOWS				CODES													
4. THIS PROFILE IS <input type="checkbox"/> PERMANENT <input type="checkbox"/> TEMPORARY EXPIRATION DATE:																	
5. THE ABOVE STATED MEDICAL CONDITIONS SHOULD NOT PREVENT THE INDIVIDUAL FROM DOING THE FOLLOWING ACTIVITIES <table style="width: 100%; border: none;"> <tr> <td style="vertical-align: top; width: 16.6%;"> <input type="checkbox"/> Gait Stretch <input type="checkbox"/> Hip Raise <input type="checkbox"/> Knee Bends <input type="checkbox"/> Side Saddle Hop <input type="checkbox"/> High Jump <input type="checkbox"/> Jogging in Place </td> <td style="vertical-align: top; width: 16.6%;"> <input type="checkbox"/> Thigh Stretch <input type="checkbox"/> Quad Stretch & Bdt <input type="checkbox"/> Calf Stretch <input type="checkbox"/> Long Sit <input type="checkbox"/> Hamstring Stretch <input type="checkbox"/> Hams. & Calf Stretch </td> <td style="vertical-align: top; width: 16.6%;"> <input type="checkbox"/> Lower Back Stretch <input type="checkbox"/> Single Knee to Chest <input type="checkbox"/> Straight Leg Raise <input type="checkbox"/> Blangston Stretch <input type="checkbox"/> Tuna and Bounce <input type="checkbox"/> Tuna and Bend </td> <td style="vertical-align: top; width: 16.6%;"> <input type="checkbox"/> Neck & Shoulder Stretch <input type="checkbox"/> Upper Back Stretch <input type="checkbox"/> Chest Stretch <input type="checkbox"/> One Arm Side Stretch <input type="checkbox"/> Two Arm Side Stretch <input type="checkbox"/> Side Bends </td> <td style="vertical-align: top; width: 16.6%;"> <input type="checkbox"/> Neck Stretch <input type="checkbox"/> Ankle Stretch <input type="checkbox"/> Hip Stretch <input type="checkbox"/> Upper Body W/Tng <input type="checkbox"/> Lower Body W/Tng <input type="checkbox"/> All </td> </tr> </table>						<input type="checkbox"/> Gait Stretch <input type="checkbox"/> Hip Raise <input type="checkbox"/> Knee Bends <input type="checkbox"/> Side Saddle Hop <input type="checkbox"/> High Jump <input type="checkbox"/> Jogging in Place	<input type="checkbox"/> Thigh Stretch <input type="checkbox"/> Quad Stretch & Bdt <input type="checkbox"/> Calf Stretch <input type="checkbox"/> Long Sit <input type="checkbox"/> Hamstring Stretch <input type="checkbox"/> Hams. & Calf Stretch	<input type="checkbox"/> Lower Back Stretch <input type="checkbox"/> Single Knee to Chest <input type="checkbox"/> Straight Leg Raise <input type="checkbox"/> Blangston Stretch <input type="checkbox"/> Tuna and Bounce <input type="checkbox"/> Tuna and Bend	<input type="checkbox"/> Neck & Shoulder Stretch <input type="checkbox"/> Upper Back Stretch <input type="checkbox"/> Chest Stretch <input type="checkbox"/> One Arm Side Stretch <input type="checkbox"/> Two Arm Side Stretch <input type="checkbox"/> Side Bends	<input type="checkbox"/> Neck Stretch <input type="checkbox"/> Ankle Stretch <input type="checkbox"/> Hip Stretch <input type="checkbox"/> Upper Body W/Tng <input type="checkbox"/> Lower Body W/Tng <input type="checkbox"/> All							
<input type="checkbox"/> Gait Stretch <input type="checkbox"/> Hip Raise <input type="checkbox"/> Knee Bends <input type="checkbox"/> Side Saddle Hop <input type="checkbox"/> High Jump <input type="checkbox"/> Jogging in Place	<input type="checkbox"/> Thigh Stretch <input type="checkbox"/> Quad Stretch & Bdt <input type="checkbox"/> Calf Stretch <input type="checkbox"/> Long Sit <input type="checkbox"/> Hamstring Stretch <input type="checkbox"/> Hams. & Calf Stretch	<input type="checkbox"/> Lower Back Stretch <input type="checkbox"/> Single Knee to Chest <input type="checkbox"/> Straight Leg Raise <input type="checkbox"/> Blangston Stretch <input type="checkbox"/> Tuna and Bounce <input type="checkbox"/> Tuna and Bend	<input type="checkbox"/> Neck & Shoulder Stretch <input type="checkbox"/> Upper Back Stretch <input type="checkbox"/> Chest Stretch <input type="checkbox"/> One Arm Side Stretch <input type="checkbox"/> Two Arm Side Stretch <input type="checkbox"/> Side Bends	<input type="checkbox"/> Neck Stretch <input type="checkbox"/> Ankle Stretch <input type="checkbox"/> Hip Stretch <input type="checkbox"/> Upper Body W/Tng <input type="checkbox"/> Lower Body W/Tng <input type="checkbox"/> All													
6. AEROBIC CONDITIONING EXERCISES <input type="checkbox"/> Walk at Own Pace and Distance <input type="checkbox"/> Run at Own Pace and Distance <input type="checkbox"/> Bicycle at Own Pace and Distance <input type="checkbox"/> Swim at Own Pace and Distance <input type="checkbox"/> Walk or Run in Pool at Own Pace <input type="checkbox"/> Unlimited Walking <input type="checkbox"/> Unlimited Running <input type="checkbox"/> Unlimited Bicycling <input type="checkbox"/> Unlimited Swimming <input type="checkbox"/> Run Training Heart Rate for _____ Min. <input type="checkbox"/> Bicycle Training Heart Rate for _____ Min. <input type="checkbox"/> Swim Training Heart Rate for _____ Min.		7. FUNCTIONAL ACTIVITIES <input type="checkbox"/> Wear Backpack (40 Lbs.) <input type="checkbox"/> Wear Helmet <input type="checkbox"/> Carry Rifle <input type="checkbox"/> Fire Rifle With Hearing Protection <input type="checkbox"/> KP/Mopping/Mowing Grass <input type="checkbox"/> Marching Up to _____ Miles <input type="checkbox"/> Lift Up to _____ Pounds <input type="checkbox"/> All PHYSICAL FITNESS TEST <input type="checkbox"/> Two Mile Run <input type="checkbox"/> Walk <input type="checkbox"/> Push Ups <input type="checkbox"/> Swim <input type="checkbox"/> Sit Ups <input type="checkbox"/> Bicycle		8. TRAINING HEART RATE FORMULA <div style="display: flex; justify-content: space-between;"> <div> MALES 220 MINUS (−) AGE MINUS (−) RESTING HEART RATE TIMES (X) % INTENSITY PLUS (+) RESTING HEART RATE </div> <div> FEMALES 225 MINUS (−) AGE MINUS (−) RESTING HEART RATE TIMES (X) % INTENSITY PLUS (+) RESTING HEART RATE </div> </div> 50% EXTREMELY POOR CONDITION 60% HEALTHY, SEDENTARY INDIVIDUAL 70% MODERATELY ACTIVE, MAINTENANCE 80% WELL TRAINED INDIVIDUAL													
9. OTHER																	
TYPED NAME AND GRADE OF PROFILING OFFICER		SIGNATURE		DATE													
TYPED NAME AND GRADE OF PROFILING OFFICER		SIGNATURE		DATE													
ACTION BY APPROVING AUTHORITY																	
PERMANENT CHANGE OF PROFILE <input type="checkbox"/> APPROVED <input type="checkbox"/> NOT APPROVED																	
TYPED NAME, GRADE & TITLE OF APPROVING AUTHORITY		SIGNATURE		DATE													
ACTION BY UNIT COMMANDER																	
THIS PERMANENT CHANGE IN PROFILE SERIAL <input type="checkbox"/> DOES <input type="checkbox"/> DOES NOT REQUIRE A CHANGE IN MEMBER'S <input type="checkbox"/> MILITARY OCCUPATIONAL SPECIALTY <input type="checkbox"/> DUTY ASSIGNMENT BECAUSE:																	
TYPED NAME AND GRADE OF UNIT COMMANDER		SIGNATURE		DATE													
PATIENT'S IDENTIFICATION (For typed or written entries give Name (last, first, middle), grade, SSN, hospital or medical facility)		UNIT ISSUING CLINIC AND PHONE NUMBER DISTRIBUTION UNIT COMMANDER - ORIGINAL & 1 COPY HEALTH RECORD JACKET - 1 COPY CLINIC FILE - 1 COPY MILPO - 1 COPY															

DA FORM 3349, MAY 86

REPLACES DA FORM 5302-R (TEST) DATED FEB 84 AND DA FORM 3349 DATED 1 JUN 80 WHICH ARE OBSOLETE

USAFPCV1.00

Figure H-3. Sample DA Form 3349

Appendix I

Hometown Recruiter Assistance Program

I-1. General. The HRAP is a voluntary recruiter assistance program that allows qualified IET graduates to promote Army service in their hometowns while in a permissive TDY status. The intent of the program is to allow recent IET graduates to go to their hometowns and share their experiences with their peers in order to connect with the target market for recruiting. The normal time period for HRAP for an AIT or OSUT graduate soldier is 14 days, including travel. The first O-5/lieutenant colonel, or equivalent commander in the soldier's chain-of-command, is the approval authority for HRAP requests at the training installations. The proponent for HRAP is HQ USAREC, RCRO-PP. Additional information on HRAP can be found in AR 601-2.

I-2. Qualifications. Hometown Recruiter Assistance Program applicants must be a Regular Army soldier who:

- a. Is of the correct age identified in the current USAREC targeting model.
- b. Is a High School Diploma Graduate (HSDG) or has a General Equivalency Diploma with 15 hours of college.
- c. Will perform HRAP duty within 50 miles of a recruiting station.
- d. Will be able to provide their own personal transportation.
- e. Is not enrolled in the Army Body Composition Program IAW AR 600-9 with a transferable flag enroute to a gaining unit.

I-3. Duties. The HRAP soldier will perform the following duties:

- a. Represent the best qualities inherent in Army service.
- b. Generate HSDG and high school senior leads and enlistments.
- c. Speak to selected groups as directed by the recruiting station commander.
- d. Display exceptional military bearing and have an impeccable appearance.
- e. Be a good role model for Delayed Entry Program/Delayed Training Program members.

I-4. Special provisions may apply to HRAP conducted during the annual EXODUS holiday break. Headquarters USAREC provides the EXODUS HRAP policy on a yearly basis since policy may change based on recruiting mission and the capacity of recruiting stations to work with volumes of HRAP soldiers. As a rule, only graduates of AIT, OSUT, and follow-on training (e.g., Airborne, Air Assault) are encouraged to participate in the HRAP.

I-5. On an exception basis, soldiers currently in IET who are home on leave may be allowed to perform HRAP duty if the local recruiting station commander believes he/she can contribute to the mission, and the exception is approved by the station commander's Recruiting Battalion Commander.

I-6. Hometown Recruiter Assistance Program application and processing using DA Form 31 (Request and Authority for Leave) must be incorporated into installation planning and ticketing systems for EXODUS.

Appendix J

Military Occupational Specialty Retraining/Reclassification Procedures

J-1. When an IET soldier has been given all remedial training opportunities and ultimately fails the first attempt at a MOS-producing school or course, the training unit battalion commander has 2 working days to decide on the disposition of the soldier.

- a. The battalion commander, based upon input received from cadre familiar with the soldier's reason for failure, can consider the soldier for a new start in another company or battalion.

- b. The soldier may also be considered for retraining in another available MOS, if qualified, or the soldier may be recommended for separation.

- c. When RC soldiers are not granted a second training opportunity, coordination with the installation's RC liaison NCO is required to present additional evidence on behalf of the soldier to the battalion commander. The battalion commander will consider the liaison's input before making a final decision.

J-2. IET soldiers who are offered a second training opportunity will be sent to the Personnel Service Center (PSC) with all documents relative to their reclassification. The PSC has access to the "TS" display on ATRRS, which is used to reclassify IET individuals.

- a. The ATRRS operator will bring up the IET soldier's MOS selection "TS" display in ATRRS. The "TS" display is reviewed and updated to include the reason code for reclassification. This establishes the IET soldier's current qualifications and status in ATRRS. At this point a list will be printed providing MOSs the IET soldier is qualified to select.

- b. Using the "RETAVAL" report available in the reports generator section of ATRRS, the ATRRS operator can enter the social security numbers for up to ten different individuals. ATRRS will print out a listing of the training available for each individual based on their qualifications and the available classes scheduled in ATRRS over the next 4 weeks. The IET soldier may use this listing to select a new MOS. If the IET soldier is qualified and a training seat is available, the MOS will be reserved. When the reservation is made, a message is provided to the PSC. This is their authority to publish orders.

- c. The PSC will reclassify the IET soldier within 48 hours. To save transportation costs and reduce stress on the soldier, reasonable attempts will be made to match the soldier to a MOS that is taught at the assigned installation.

- d. In the case of a RC soldier, the RC Liaison NCO will seek a MOS based on a unit vacancy. If an ARNG accession module does not contain predetermined second and third choices based on unit needs, the ARNG unit and ARNG liaison NCO at the installation will make resolution. Similar coordination will be performed for USAR personnel.

e. If ATRRS is non-operational, manual processing will not result in the forfeiture of any of the above mentioned efforts. The reclassification process should be accomplished within 5 working days.

f. In the event another training opportunity is not offered or available, the commander with separation authority will counsel the soldier and consider separation actions IAW AR 635-200, chapter 2, section II.

J-3. In all cases where reclassification involves a move from one installation or headquarters to another, each installation and reclassifier will ensure the soldier's file/packet includes a memorandum of introduction. The memorandum will verify the training battalion commander has evaluated the soldier as being satisfactory, and the reclassification decision was not the result of any "automatic" process. The soldier will also acknowledge their understanding that a second training failure will result in a non-waiverable separation from service. The memorandum will be signed by the training battalion commander or authorized representative.

J-4. Installation commanders will establish a central POC who has, or is delegated, staff authority for matters pertaining to IET retraining. These POCs will be identified to Commander, TRADOC, ATTN: ATOM-O, 11 Bernard Road, Fort Monroe, VA 23651-1001, by name, office symbol, and telephone extension. Questions or comments pertaining to this policy will be addressed to the above office.

Appendix K Confidence Obstacle Courses

K-1. This appendix sets forth TRADOC policies concerning construction, maintenance and administration of COCs for IET soldiers.

K-2. Confidence obstacle courses have higher and more difficult obstacles than conditioning obstacles courses. These courses are designed to give soldiers confidence in their physical abilities, cultivate a spirit of daring, and enhance understanding of teamwork. Unlike conditioning courses, COCs are not run against time. Initial entry soldiers must be properly instructed and closely supervised.

K-3. Commanders may construct obstacles and courses that are non-standard/not addressed in this document in order to accomplish specific objectives. Non-standard obstacles and any modifications—

a. Require a safety and health risk assessment to support obstacle design, construction, method of negotiating, and applicable safety precautions.

b. Will be approved by a commander, in the chain-of-command, at a grade level as specified in TRADOC risk management policy as commensurate with the level of residual risk. The approval process includes a review by the local or supporting safety office after on-site inspection to ensure compliance with existing safety precautions.

c. Must be inspected and tested, as appropriate, prior to first use, and re-inspected and tested by a qualified safety

specialist assisted by structural engineers on a semi-annual basis; after any serious accident or injury; after any major repair or modification is made; or whenever obstacles are damaged or changed.

d. Criteria for safety and structural inspections will be as specified in the obstacle risk assessment and/or IAW the material manufacturer's directions. Re-inspection must include a review of the risk assessment, and an analysis and assessment of accidents and injuries sustained since the obstacle was first put into service, or put back into service, following repair, major renovation, or modification.

K-4. All safety considerations addressed in paragraph 3-24 of this regulation are applicable.

a. Initial Entry Training COC safety precautions will include:

(1) Daily inspection of structural integrity and safety devices.

(2) A current risk assessment updated prior to each day's training and updated as conditions change.

(3) Instructor training and certification on operation of obstacles prior to conduct of course.

(4) Warm-up/stretching exercises before commencing course.

(5) Muscular strength/muscle failure physical training should not be conducted within 12 hours prior to the COC.

(6) Landing/fall areas under obstacles should be raked and refilled as needed before each use. Puddles of water under obstacles should be filled to preclude a false sense of security.

(7) Training will be postponed/modified when obstacles are slippery due to inclement weather.

(8) Instructors must explain and demonstrate obstacles before allowing soldiers to negotiate them.

(9) A sign posted at each obstacle detailing exact procedures to be used to properly negotiate the event.

b. A maintenance and inspection log will be maintained for each COC. The log will include:

(1) A detailed checklist for course and obstacle inspection.

(2) A record of all course inspections and maintenance deficiencies.

(3) A list of any uncorrected deficiencies remaining on the course and countermeasures in place.

K-5. The accompanying sketches supplement FM 21-20, chapter 8, and Department of the Army Engineer Drawings 28-13-95, Confidence Course Layout Plan. They serve as the minimum construction/safety standards for COCs used by IET soldiers.

a. The "Swinger" (fig K-23) and the "Jump and Land" (fig K-24) will not be used. These obstacles are conducive to lower extremity injuries.

b. Detailed obstacle illustrations are provided for:

- (1) "The Tough One" (fig K-1)
- (2) "Inverted Rope Descent/The Slide for Life" (fig K-2)
- (3) "Confidence Climb" (fig K-3)
- (4) "Skyscraper" (fig K-4)
- (5) "Belly Robber" (fig K-5)
- (6) "The Tarzan" (fig K-6)
- (7) "Low Belly Over" (fig K-7)
- (8) "The Dirty Name" (fig K-8)
- (9) "The Tough Nut" (fig K-9)
- (10) "Belly Crawl" (fig K-10)
- (11) "Inclining Wall" (fig K-11)
- (12) "High Step Over" (fig K-12)
- (13) "Swing, Stop and Jump" (fig K-13)
- (14) "Six Vaults" (fig K-14)
- (15) "Easy Balancer" (fig K-15)
- (16) "Low Wire" (fig K-16)
- (17) "The Belly Buster" (fig K-17)
- (18) "Hip-Hip" (fig K-18)
- (19) "Reverse Climb" (fig K-19)
- (20) "The Weaver" (fig K-20)
- (21) "Balancing Logs" (fig K-21)
- (22) "Island Hoppers" (fig K-22)

K-6. Safety equipment (nets, pads, ground covering) must be procured from reliable sources, inspected and tested frequently, and replaced before failure/deterioration.

"The Tough One"

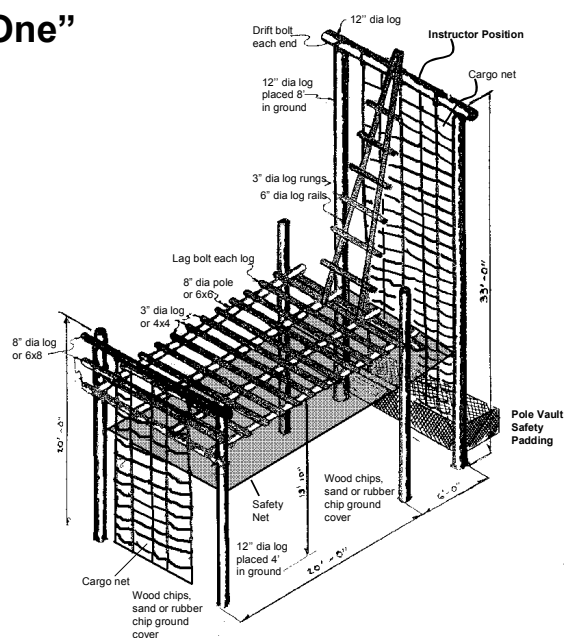
Reference: FM 21-20, Physical Fitness Training, Chapter 8

Purpose of obstacle is to give soldiers confidence in their mental and physical abilities while cultivating personal courage.

This obstacle is not timed.

Execution of obstacle: Soldier mounts and climbs net on lowest end (13 ft) of obstacle. Soldier goes over or between logs at top of rope, net or pole. Soldier moves across log walkway, climbs ladder to the high end (33 ft.), then climbs down the cargo net to the ground.

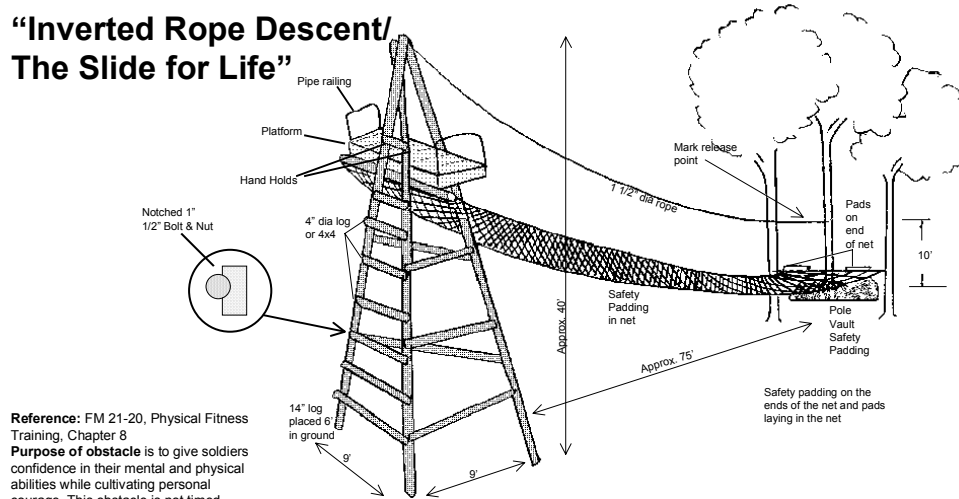
Safety: Instructors conduct inspection and provide orientation and demonstration on apparatus. At a minimum, all ropes, nets and wood surfaces are inspected prior to use for rips, tears or worn / unsecure surfaces. Distance between rungs on log ladder should not exceed 36". Safety padding sufficient to break a fall should be emplaced at bottom of high (33 ft) cargo net. Instructor should be positioned at the top of the wooden ladder to observe /assist soldiers over log at high point and onto cargo net; instructor is to be secured with safety belt or harness to horizontal log to prevent instructor from being pulled off by soldier negotiating apparatus.



Warning: This obstacle will not be used if wet, or when heat or cold temperatures expose soldiers to unnecessary risk.

Figure K-1. The Tough One

“Inverted Rope Descent/ The Slide for Life”



Reference: FM 21-20, Physical Fitness Training, Chapter 8

Purpose of obstacle is to give soldiers confidence in their mental and physical abilities while cultivating personal courage. This obstacle is not timed.

Execution of obstacle: Soldier climbs tower, mounts center of platform (instructor available to assist), grasps rope firmly and swings legs upward. Soldier holds rope with legs to distribute weight between legs and arms. Braking the slide with feet and legs, soldier proceeds down the rope. Soldiers must be warned that they could get rope burns on their hands if improperly executed. This obstacle can be dangerous when the rope is slippery. Soldiers leave the rope at a clearly marked point of release. Only one soldier at a time is allowed on the rope.

This obstacle requires two instructors -- one on the platform and the other on the ground.

Safety: Instructors conduct inspection and provide orientation and demonstration on apparatus. At a minimum, all ropes, nets and wood surfaces are inspected prior to use for rips, tears or worn / unsecured surfaces. Spacing between the rungs on the log ladder should not exceed 36". Rope will be 1.5 inch diameter with no knots in the vicinity of the mounting point. A safety net is attached so that a soldier falling from any portion of the rope will land in the net before striking any part of the tower. Padding placed in the net will reduce likelihood of hands / fingers being twisted in the net. Safety padding sufficient to break a fall should be emplaced at the drop off point. Instructor is positioned on the tower platform to assist soldiers mounting the rope; instructor is to be secured to tower to prevent instructor from being pulled off by soldier negotiating apparatus. Padding is emplaced at the bottom end of the net (nearest release point) to prevent soldier from injury on tightened portion of net. This obstacle is dangerous when rope becomes wet/slippery and should not be used. Gloves should not be worn on this apparatus.

Figure K-2. Inverted Rope Descent/The Slide for Life

“Confidence Climb”

Reference: FM 21-20, Physical Fitness Training, Chapter 8

Purpose of obstacle is to give soldiers confidence in their mental and physical abilities while cultivating personal courage. This obstacle is not timed.

Execution of obstacle: Soldier climbs vertical ladder. Soldier goes up to second rung from top, climbs over, and climbs down other side of ladder. Soldier does not climb over top rung. Only one soldier at a time is allowed

Safety: Instructors conduct inspection and provide orientation and demonstration on apparatus. At a minimum, all surfaces and cables are inspected prior to use for breaks, splinters, tears or worn / unsecured surfaces. Safety padding sufficient to break a fall is emplaced at each side on bottom of ladder/tower (inclined ladders depicted in FM 21-20 are removed to prevent falling soldier from striking cross members). Instructor is positioned on the tower to assist soldiers climbing to other side; instructor is to be secured to tower to prevent instructor from being pulled off by soldier negotiating apparatus. This obstacle is dangerous when beams become slippery and should not be used. Gloves should not be worn on this apparatus.

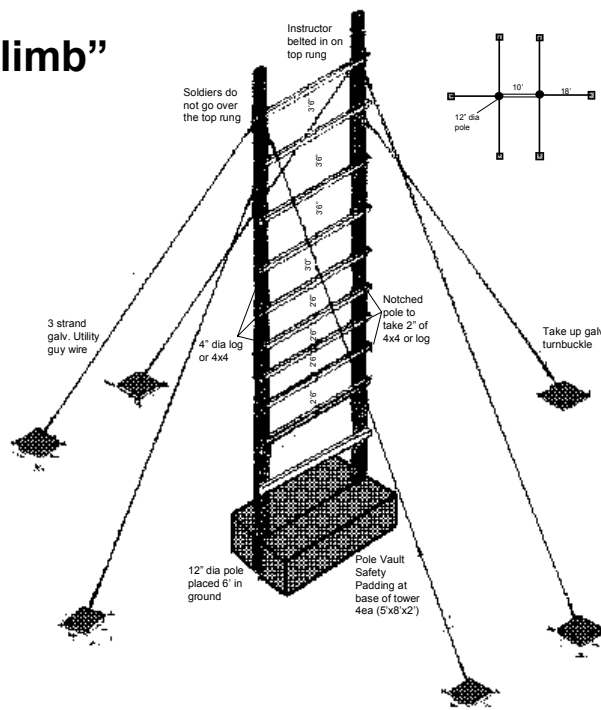


Figure K-3. Confidence Climb

“Skyscraper”

Reference: FM 21-20, Physical Fitness Training, Chapter 8

Purpose of obstacle is to give soldiers confidence in their mental and physical abilities while cultivating personal courage and developing teamwork. This obstacle is not timed.

Execution of obstacle: Team of soldiers (4+) jump or climb to the first floor and either climb corner posts or help one another to higher floors. Subsequent climbing is done on side of tower over net (if available). They descend to the ground as a team as well. The top level roof is off limits / not used. One team at a time should be on the obstacle. Soldiers should never jump to the ground from above the first level.

Safety: Instructors conduct inspection and provide orientation and demonstration on apparatus. At a minimum, all surfaces and any supporting cables are inspected prior to use for breaks, splinters, tears or worn / unsecured surfaces. Safety padding sufficient to break a fall is emplaced on the ground under the climbing side(s) of the tower. This obstacle is dangerous when slippery and should not be used. Gloves should not be worn on this apparatus. NOTE: optional net on two sides allows mounting over pads then subsequent climbing over the net.

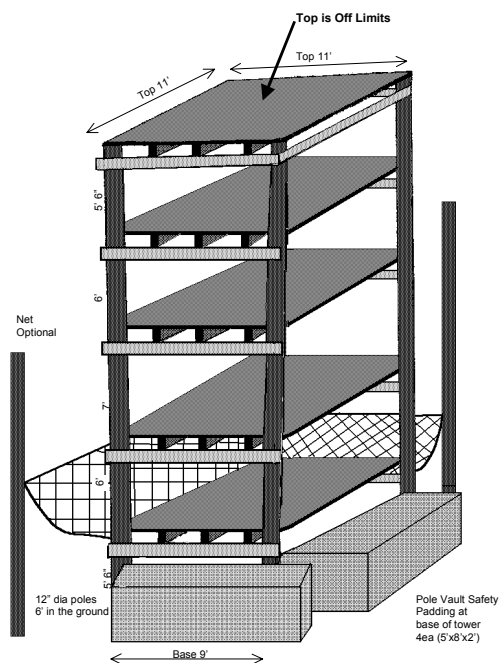


Figure K-4. Skyscraper

“Belly Robber”

Reference: FM 21-20, Physical Fitness Training, Chapter 8

Purpose of obstacle is to give soldiers confidence in physical abilities while cultivating toughness.

Execution of obstacle: Soldiers step on lower log and take prone, stomach down position on the horizontal logs. Soldiers crawl over logs to opposite end of obstacle, then dismount feet first.

Safety: Instructor conducts inspection and provides orientation to obstacle. Rope gaskets must be attached to the ends of the logs to keep the hands from being pinched and to ensure logs cannot fall from perpendicular cradle logs. Logs should be free of nails and splinters. A center “lane” / line should be marked to canalize users down the center of the obstacle.

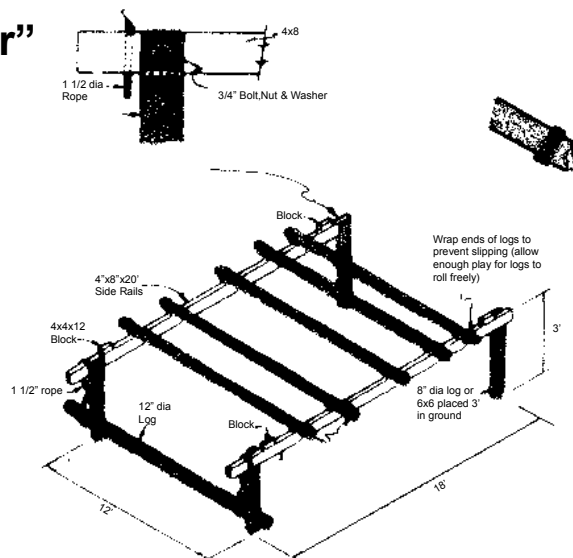
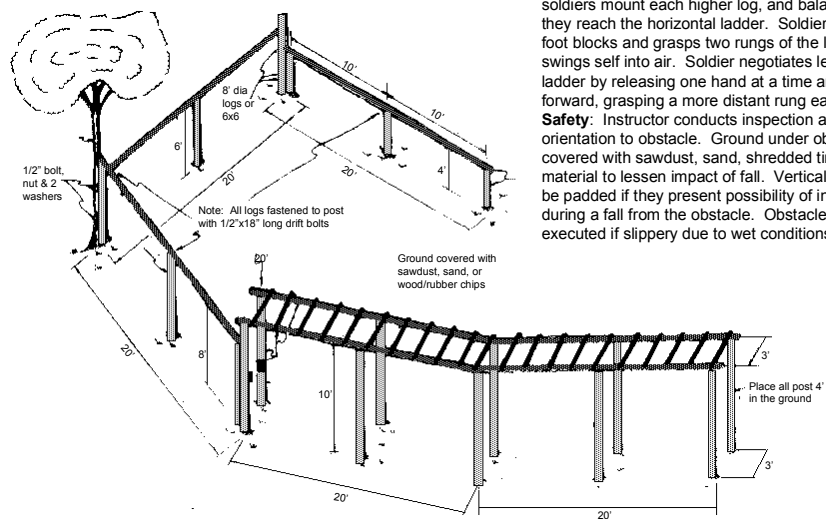


Figure K-5. Belly Robber

“The Tarzan”



Reference: FM 21-20, Physical Fitness Training, Chapter 8

Purpose of obstacle is to give soldiers confidence in physical abilities to include balance and upper body strength.

Execution of obstacle: Soldiers mount the lowest log and maintain balance while walking length of it. Then soldiers mount each higher log, and balance-walk until they reach the horizontal ladder. Soldier then steps onto foot blocks and grasps two rungs of the ladder and swings self into air. Soldier negotiates length of the ladder by releasing one hand at a time and swinging forward, grasping a more distant rung each time.

Safety: Instructor conducts inspection and provides orientation to obstacle. Ground under obstacle must be covered with sawdust, sand, shredded tire, or similar material to lessen impact of fall. Vertical surfaces should be padded if they present possibility of injury if struck during a fall from the obstacle. Obstacle should not be executed if slippery due to wet conditions.

Figure K-6. The Tarzan

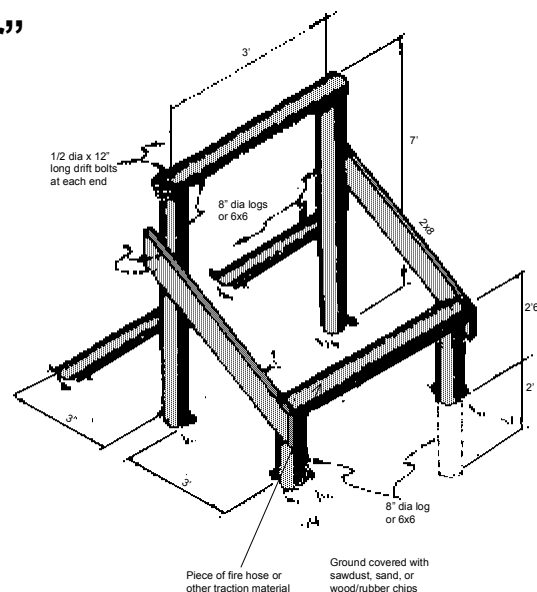
“Low Belly Over”

Reference: FM 21-20, Physical Fitness Training, Chapter 8

Purpose of obstacle is to give soldiers confidence in physical abilities to include balance and upper body strength.

Execution of obstacle: Soldiers mount the low log and jump onto high log. They grasp over the top of the log with both arms, keeping the belly area in contact with it. They swing their legs over the log, then lower themselves to the ground.

Safety: Instructor conducts inspection and provides orientation to obstacle. Ground under obstacle must be covered with sawdust, sand, shredded tire, or similar material to lessen impact of fall. Vertical surfaces should be padded if they present possibility of injury if struck during a fall from the obstacle. Obstacle should not be executed when slippery due to wet conditions. Spotters should be used.



Note: Add a rope for soldiers to climb down from the top log.

Figure K-7. Low Belly Over

“The Dirty Name”

Reference: FM 21-20, Physical Fitness Training, Chapter 8

Purpose of obstacle is to give soldiers confidence in physical abilities to include balance and upper body strength.

Execution of obstacle: Soldiers mount the low log and jump onto middle log. Soldiers pull themselves onto middle log and jump onto high log. They grasp over the top of the log with both arms, keeping the belly area in contact with it. They swing their legs over the log, then lower themselves to the ground.

Safety: Instructor conducts inspection and provides orientation to obstacle. Ground under obstacle must be covered with sawdust, sand, shredded tire, or similar material to lessen impact of fall. Vertical surfaces should be padded if they present possibility of injury if struck during a fall from the obstacle. Obstacle should not be executed when slippery due to wet conditions. Spotters should be used.

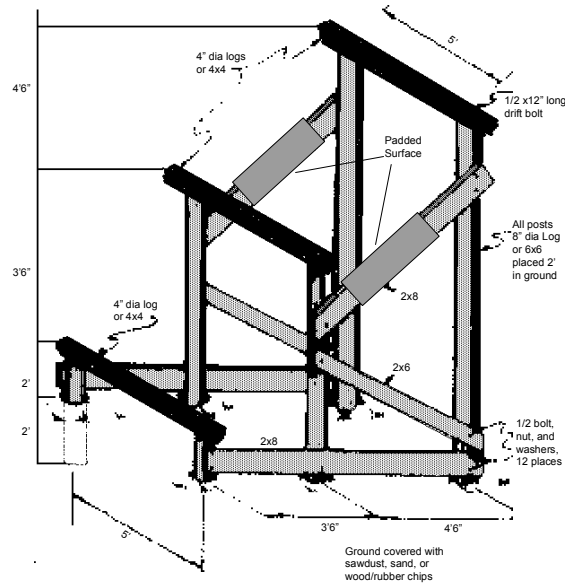


Figure K-8. The Dirty Name

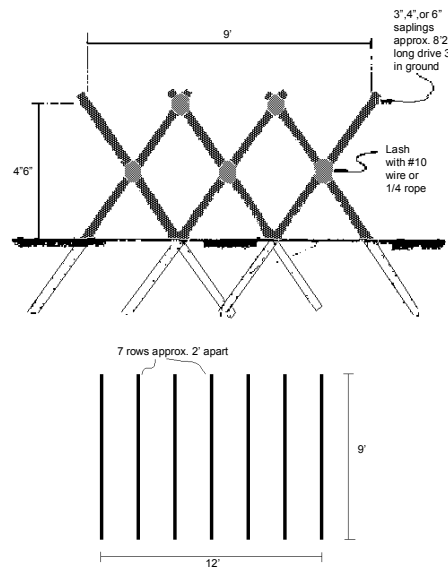
“The Tough Nut”

Reference: FM 21-20, Physical Fitness Training, Chapter 8

Purpose of obstacle is to give soldiers confidence in physical abilities.

Execution of obstacle: Soldiers step over each “X” in each lane.

Safety: Instructor conducts inspection and provides orientation to obstacle. Ensure obstacle does not have sharp edges or splinters.



Note: The height of each “X” should not exceed 30 inches.

Figure K-9. The Tough Nut

“Belly Crawl”

Reference: FM 21-20, Physical Fitness Training, Chapter 8

Purpose of obstacle is to give soldiers confidence in physical abilities.

Execution of obstacle: Soldiers move forward under wire, on their stomachs, to the end of the wire obstacle.

Safety: Instructor conducts inspection and provides orientation to obstacle. Wire should be 16" above ground. Crawling surface should be sand or sawdust, free of sharp objects. Direction of negotiating crawl may be reversed from time to time to maintain more level crawling surface.

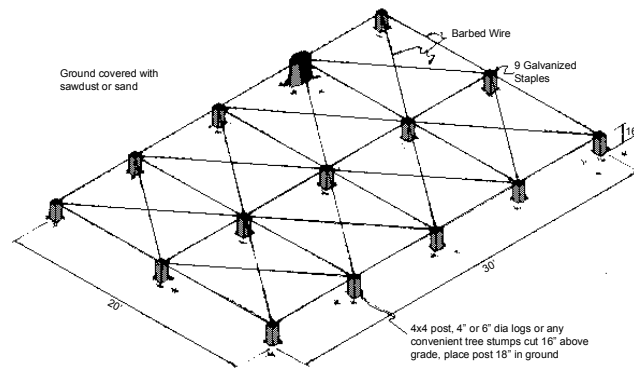


Figure K-10. Belly Crawl

“Inclining Wall”

Reference: FM 21-20, Physical Fitness Training, Chapter 8

Purpose of obstacle is to give soldiers confidence in physical abilities.

Execution of obstacle: Soldiers approach the underside of wall, jump up and grasp the top, and pull themselves over. They slide or jump down the incline to the ground.

Safety: Instructor conducts inspection and provides orientation to obstacle. Ground under near side of obstacle must be covered with sawdust, sand, shredded tire, or similar material to lessen impact of fall. Wood surface must be free of nails and splinters. Spotters should be used on near side of obstacle.

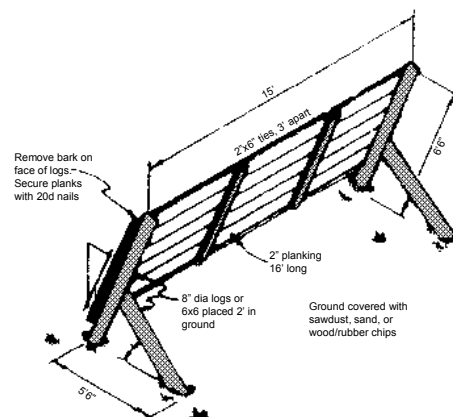


Figure K-11. Inclining Wall

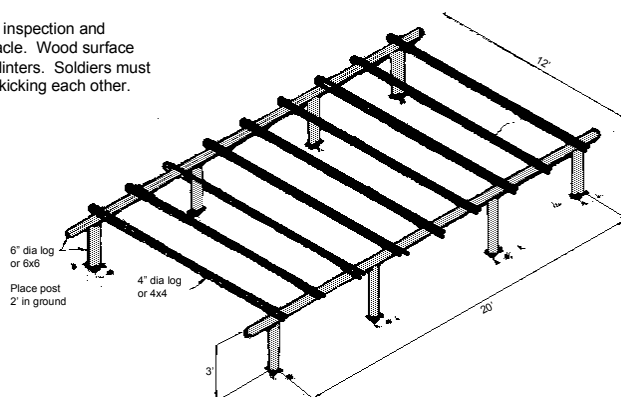
“High Step Over”

Reference: FM 21-20, Physical Fitness Training, Chapter 8

Purpose of obstacle is to give soldiers confidence in physical abilities.

Execution of obstacle: Soldiers step over each bar; they either alternate legs or use the same leg each time while making an effort not to use their hands. (Shorter soldiers may be required to use hands).

Safety: Instructor conducts inspection and provides orientation to obstacle. Wood surface must be free of nails and splinters. Soldiers must be spaced so as to prevent kicking each other.



Note: Height of the top of the horizontal logs should not exceed 40 inches.

Figure K-12. High Step Over

“Swing, Stop, & Jump”

Reference: FM 21-20, Physical Fitness Training, Chapter 8

Purpose of obstacle is to give soldiers confidence in physical abilities and develop agility.

Execution of obstacle: Soldiers gain momentum with a short run, grasp the rope, and swing their bodies forward to the top of the wall. They release the rope while standing on the wall and jump to the ground.

Safety: Instructor conducts inspection and provides orientation to obstacle. Wood wall surface must be free of nails and splinters. Ground under obstacle should be covered with sand, sawdust, or shredded rubber to absorb shock and falls.

Vertical surfaces may be padded if there is danger of falling soldier striking support or similar structures. Rope should be tested daily to ensure no frays or loosening of attachment to overhead support. Obstacle should not be used when wall surface is wet.

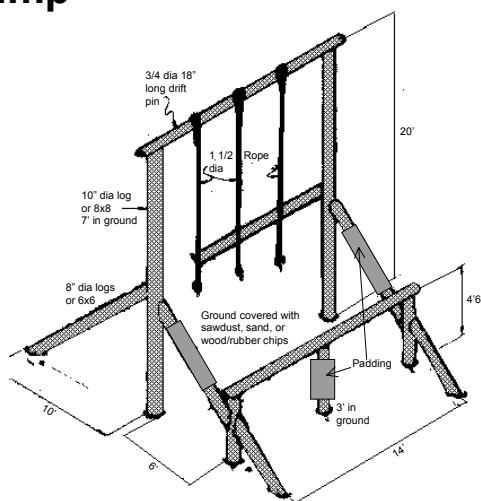


Figure K-13. Swing, Stop & Jump

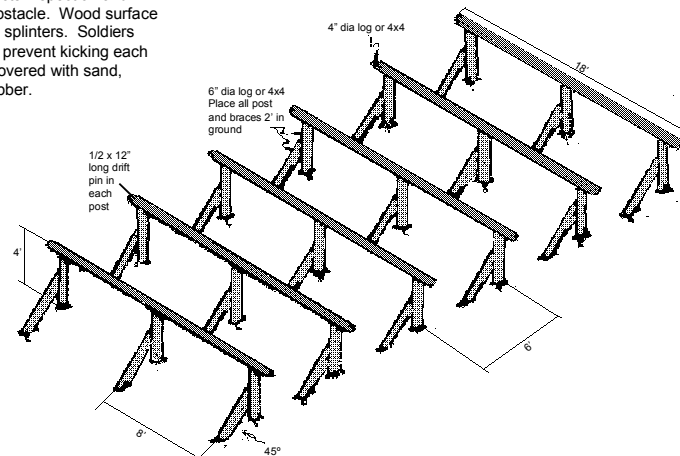
“Six Vaults”

Reference: FM 21-20, Physical Fitness Training, Chapter 8

Purpose of obstacle is to give soldiers confidence in physical abilities.

Execution of obstacle: Soldiers vault over each log using one or both hands.

Safety: Instructor conducts inspection and provides orientation to obstacle. Wood surface must be free of nails and splinters. Soldiers must be spaced so as to prevent kicking each other. Ground may be covered with sand, sawdust, or shredded rubber.



Note: Height of the top of the horizontal logs should not exceed 40 inches.

Figure K-14. Six Vaults

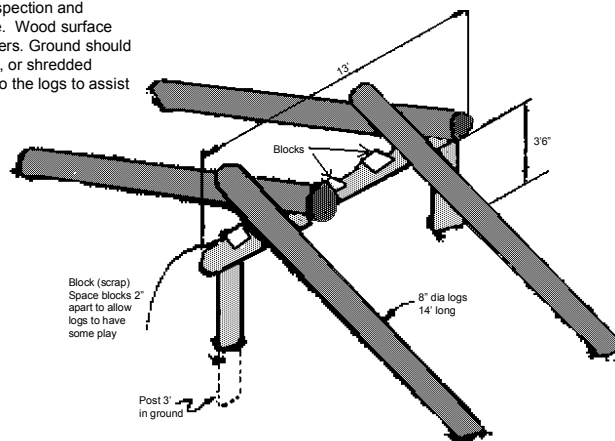
“Easy Balancer”

Reference: FM 21-20, Physical Fitness Training, Chapter 8

Purpose of obstacle is to give soldiers confidence in physical abilities.

Execution of obstacle: Soldiers walk up one inclined log and down the one on the other side to the ground. (No Running).

Safety: Instructor conducts inspection and provides orientation to obstacle. Wood surface must be free of nails and splinters. Ground should be covered with sand, sawdust, or shredded rubber. Notches can be cut into the logs to assist with traction.



Note: Need spotters at the horizontal log.

Figure K-15. Easy Balancer

“Low Wire”

Reference: FM 21-20, Physical Fitness Training, Chapter 8

Purpose of obstacle is to give soldiers confidence in physical abilities.

Execution of obstacle: Soldiers move forward under wire, on their backs while raising wire with their hands to clear their bodies. Continuing to the end of the wire obstacle.

Safety: Instructor conducts inspection and provides orientation to obstacle. Wire should lay loosely on the ground. Crawling surface should be sand or sawdust, free of sharp objects. Direction of negotiating crawl may be reversed from time to time to maintain more level crawling surface.

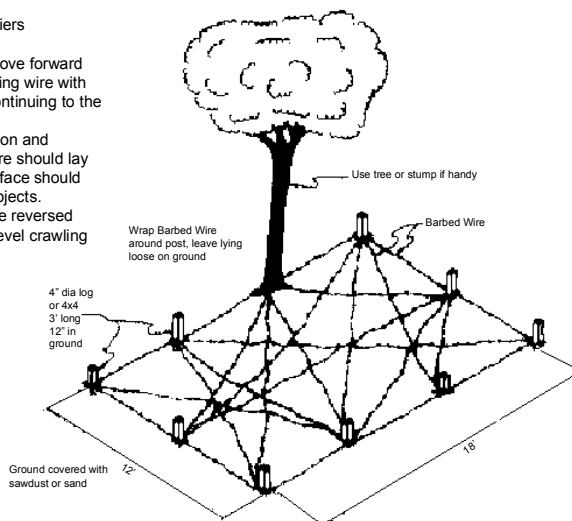


Figure K-16. Low Wire

“The Belly Buster”

Reference: FM 21-20, Physical fitness Training, Chapter 8

Purpose of obstacle is to give soldiers confidence in physical abilities.

Execution of obstacle: Soldiers vault, jump or climb over log.

Safety: Instructor conducts inspection and provides orientation to obstacle. Soldiers must be warned that log is not stationary. Soldiers must keep hands and fingers away from parts of log resting on cradle. Soldiers should not rock or roll log while others are negotiating it. Ground under obstacle should be covered with sand, sawdust or shredded rubber to lessen impact in event of fall.

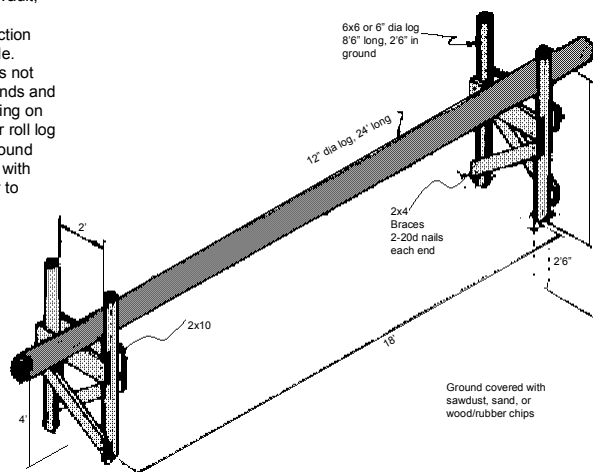


Figure K-17. The Belly Buster

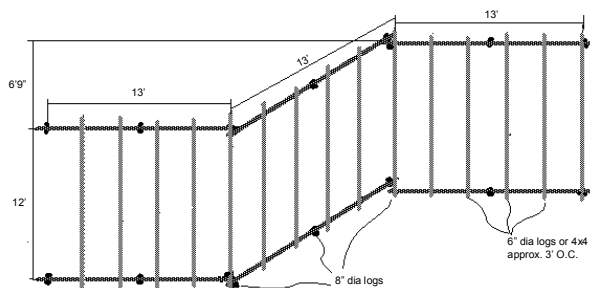
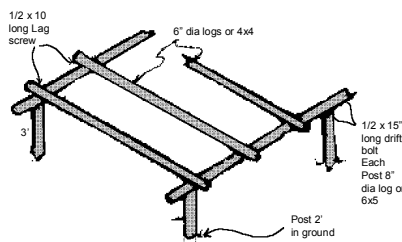
“Hip-Hip”

Reference: FM 21-20, Physical Fitness Training, Chapter 8

Purpose of obstacle is to give soldiers confidence in physical abilities.

Execution of obstacle: Soldiers step over each bar; they either alternate legs or use the same leg each time while making an effort not to use their hands. (Shorter soldiers may be required to use hands).

Safety: Instructor conducts inspection and provides orientation to obstacle. Wood surface must be free of nails and splinters. Soldiers must be spaced so as to prevent kicking each other.



Note: Height of the top of the horizontal logs should not exceed 40 inches.

Figure K-18. Hip-Hip

“Reverse Climb”

Reference: FM 21-20, Physical fitness Training, Chapter 8

Purpose of obstacle is to give soldiers confidence in physical abilities.

Execution of obstacle: Soldiers approach the underside of climbing ladder and go down other side to the ground.

Safety: Instructor conducts inspection and provides orientation to obstacle. Ground under near side of obstacle must be covered with sawdust, sand, shredded tire or similar material to lessen impact of fall. Wood surface must be free of nails and splinters. Support braces will be padded. Spotters will be used between the support post.

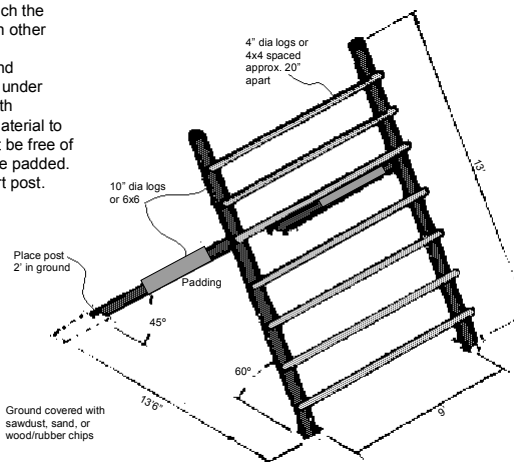


Figure K-19. Reverse Climb

“Island Hoppers”

Reference: FM 21-20, Physical Fitness Training, Chapter 8

Purpose of obstacle is to give soldiers confidence in physical abilities.

Execution of obstacle: Soldiers jump from one log to another until obstacle is negotiated from near to far side.

Safety: Instructor conducts inspection and provides orientation to obstacle. Wood surface should be free of sharp edges and should not be slippery (it may be necessary to rough up tops of logs/stumps to ensure traction or use 1-inch nails driven into the tops).

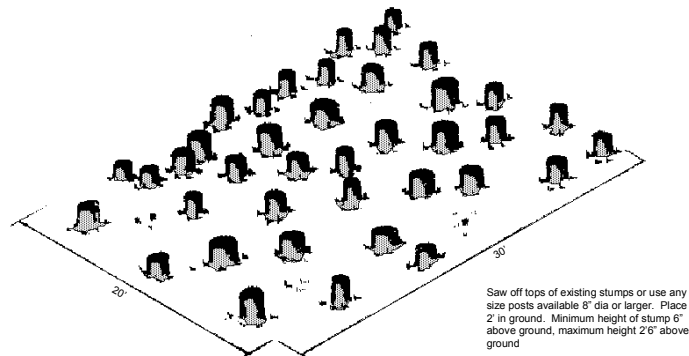


Figure K-22. Island Hoppers

Obstacles no longer used:

“Swinger”

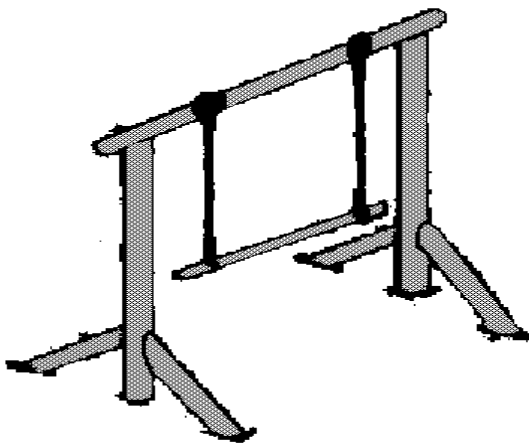


Figure K-23. Swinger

“Jump and Land”

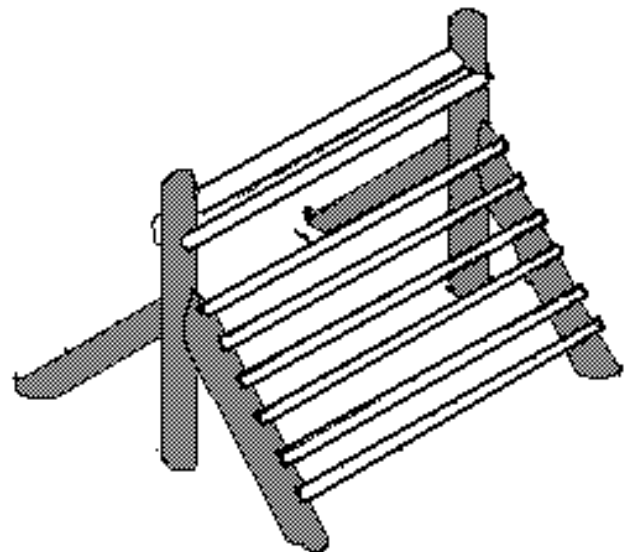


Figure K-24. Jump and Land

Glossary

Section I Acronyms

AAR	After Action Review
AC	Active Component
AELP	American English Language Program
AIEP	Army Ideas for Excellence Program
AIMS-PC	Automated Instructional Management System-Personal Computer
AIT	Advanced Individual Training
APFT	Army physical fitness test
AR	Army regulation
ARNG	Army National Guard
ASI	additional skill identifier
ATC	Army training center
ATRRS	Army Training Requirements and Resources System
ATTN	attention
BCT	Basic Combat Training
CAD	course administrative data
CC	Cadet Command
CCF	Central Clearance Facility
CID	Criminal Investigative Division
COC	Confidence Obstacle Course
CONUSA	Continental United States Army
CQ	Charge of Quarters
CSM	Command Sergeant Major
CST	common skill test
CTC	cadre training course
CTT	common task test
DA	Department of the Army
DCSRM	Deputy Chief of Staff for Resource Management
DCST	Deputy Chief of Staff for Training
DCST-ITD	Deputy Chief of Staff for Training - Individual Training Directorate
DLIELC	Defense Language Institute, English Language Center
DLIFLC	Defense Language Institute, Foreign Language Center
DoD	Department of Defense
DODI	Department of Defense Instruction
DODMERB	Department of Defense Medical Examination Review Board
ECL	English Comprehension Level
EO	equal opportunity
EOA	Equal Opportunity Advisor
ESL	English as a second language
FTU	fitness training unit
FTX	field training exercise
GTA	graphic training aid
HQ	Headquarters
HQDA	Headquarters, Department of the Army

HRAP	Hometown Recruiter Assistance Program
HSDG	high school diploma graduate
IAW	in accordance with
IET	Initial Entry Training
IG	Inspector General
ISCTC	Installation Staff Contractor's Training Course
ITD	Individual Training Directorate
ITP	individual training plan
ITR	individual training record
LAFB	Lackland Air Force Base
LAHJ	local authority having jurisdiction
LDRSHIP	Loyalty, Duty, Respect, Selfless Service, Honor, Integrity, and Personal Courage
LO	liaison officer
MED	medical
MEPCOM	Military Entrance Processing Command
MFT	master Fitness Trainer
MOPP	mission-oriented protective posture
MOS	military occupational specialty
MOSQ	military occupational specialty qualified
MRD	mandatory release date
NBC	nuclear, biological, and chemical
NCO	noncommissioned officer
NGB	National Guard Bureau
NLT	not later than
NSN	national stock number
OBC	Officer Basic Course
OJT	on-the-job training
OPI	Oral Proficiency Interview
OPREP	operations report(ing)
OSUT	One Station Unit Training
PCC	pre-command course
PCU	Physical Conditioning Unit
PERSCOM	U.S. Total Army Personnel Command
PFT	physical fitness training
PFU	physical fitness uniform
POC	point of contact
POI	program of instruction
POSH	prevention of sexual harassment
POV	privately owned vehicle
PSC	Personnel Service Center
PT	physical training
PTRP	Physical Training Rehabilitation Program
PULHES	Physical capacity or stamina, Upper extremities, Lower extremities, Hearing and ear, Eyes, Psychiatric
PX	Post Exchange
RC	reserve component
RECBN	reception battalion
RHU	Retraining and Holding Units
RW	reception week
S-3	Operations Officer

SCI	sensitive compartmented information
SCTC	Support Cadre Training Course
SEP	Student Evaluation Plan
SF	Standard Form
SJA	Staff Judge Advocate
SMCT	Soldier's Manual of Common Tasks
SME	subject matter expert
SQI	skill qualification identifier
SSN	social security number
STO	split training option
TB	technical bulletin
TDY	temporary duty
TRADOC	U.S. Army Training and Doctrine Command
TRAS	Training Requirements Analysis System
TSP	training support package
TSAG	The State Adjutant General
UCMJ	Uniform Code of Military Justice
UMT	Unit Ministry Team
USAE	U.S. Army Element
USAR	United States Army Reserve
USAREC	U.S. Army Recruiting Command
USACCF	U.S. Army Central Clearance Facility
WBG	wet bulb globe temperature
XO	executive officer

Section II

Terms

active component

Members and units of the Active Army.

Advanced Individual Training

Training given to enlisted personnel after they complete Basic Combat Training to qualify them for the award of a MOS.

Army National Guard

The Army portion of the organized militia of all states, Puerto Rico, the Virgin Islands, Guam, and the District of Columbia whose units and members are federally recognized.

Army Physical Fitness Test

A three-event test designed to measure the basic component of fitness and evaluate soldiers' ability to perform physical tasks.

Basic Combat Training

Training in basic military subjects and fundamentals of basic combat skills common to all newly enlisted active Army and reserve component personnel without prior service.

Basic Rifle Marksmanship

A program designed to develop the shooting proficiency of new soldiers. Basic operations and maintenance requirements are taught, and soldiers then progress through dry fire, live fire, feedback, advanced skills, and qualification.

buddy team

A team of two or three soldiers in the same platoon. Buddy teams are essential elements of soldierization as they begin the development of teamwork and team spirit.

cadre

All military or civilian personnel who command, supervise, instruct, train, or directly support IET soldiers.

cadre training

The training of IET unit cadre and support personnel that have major roles in creating and maintaining a positive IET environment that assists with the transition from civilian to soldier. IET cadre and support personnel are trained IAW the guidelines outlined in paragraph 2-14 and appendix F of this regulation.

Cadre Training Course

A mandatory course presented to IET company officers, first sergeants, brigade, and battalion sergeants major to familiarize them with the IET environment, organization, policies and procedures, leadership, training, evaluation, performance management, and administration. Other IET permanent party officers and NCO may attend on a space-available basis.

constructive credit

Training credit granted to an entire class or to an individual for a missed training event due to extraordinary circumstances. This credit will be selectively used and granted only in those cases where there is a clear demonstration that the soldier(s) meet or exceed the IET graduation standards. Constructive credit authority resides at the TRADOC ATC or installation commander, and may be delegated no lower than IET brigade commander level. For those training sites located at non-TRADOC installations, this authority will reside with the first general officer in that school's chain-of-command.

drill sergeant

A noncommissioned officer who has successfully completed the prescribed instruction in a U.S. Army drill sergeant school, been awarded the "X" SQI and is qualified to train and supervise IET soldiers.

entry level separation

Separation from the Army of enlisted soldier, who has completed no more than 180 days of creditable continuous active duty, or initial active duty for training, or no more than 90 days of phase II under a split training option.

fire-safe barrier

A barrier that meets the fire, smoke resistance, and means of egress requirements of the latest National Fire Protection Association (NFPA) Standard 101, Life Safety Code; and/or applicable requirements of the latest MIL-HDBK 1008, Fire Protection for Facilities Engineering, Design, and Construction. The suitability of a barrier as meeting standards for a "fire-safe barrier" may be determined by the local authority having jurisdiction, who is normally the installation fire chief.

hold

Any trainee in an "inactive status," defined as a trainee not currently progressing toward completion of skill training. Any trainee in an "inactive status" will be reported via the ATRRS with a hold (H) status code and the appropriate reason code as listed in Verification Table 09 in ATRRS.

inactive soldier

Any soldier who has been out of training for more than 3 days and remains in the training unit for remedial training or administrative action (e.g., school start, port call, security clearance, etc.).

individual training record

The form (DA Form 5286-R) used to record the training received and standards achieved by the soldier.

Initial Entry Training

Training presented to new enlistees with no prior military service. It is designed to produce disciplined, motivated, physically fit soldiers ready to take their place in the Army in the field. This training includes BCT, OSUT, AIT, DLIFLC, and pre-basic training courses (FTU, DLIELC-ESL).

mandatory release date

A predetermined release date that is part of the reserve component enlistment contract. The date is established at the home station to allow students and seasonal employees to enter and complete BCT during their IET.

mandated/directed training

Training mandated by DA and directed by HQ TRADOC for inclusion in IET.

military occupational specialty qualified

An IET soldier is considered MOS qualified upon successful completion of all BCT and AIT/OSUT requirements. The MOS qualified soldier can perform to standard the institutionally taught critical Skill Level 1 tasks identified by the MOS proponent. The soldier also demonstrates a willingness to live by the Army's core values (LDRSHIP), and has the ability to work effectively as a team member. Finally, the MOS qualified soldier is prepared to immediately contribute to the successful accomplishment of their unit's mission, and can survive and operate effectively in a tactical environment.

New Start

The reassignment of an IET soldier to another company or battalion in a later cycle to provide a soldier the opportunity to make up training missed, due to emergency leave or hospitalization, or to achieve performance standards not attained in the first training unit.

One Station Unit Training

Initial Entry Training conducted at one installation, in one unit, under the same cadre, with a POI tailored to a specific MOS.

phased training

The division of IET into separate phases of training. Each phase has its own short-term goals for the soldier and the unit with incentives to attain the goals.

reclassified soldiers

Graduates of IET in the ranks of PVT - SFC who have been selected for training in a different MOS due to reclassification or reenlistment actions. The soldier is assigned to an AIT or OSUT unit to take Skill Level 1 training.

remedial training

Additional training given to soldiers to enable them to attain training standards and remain in cycle, rather than receive new starts.

Reserve Components

Members and units of the Army National Guard and U.S. Army Reserve.

soldierization

The tough, comprehensive process that transforms volunteers into soldiers. It results from the total immersion in a positive environment established by active, involved leadership. This environment sets high standards, provides positive role models, and uses every training opportunity to reinforce basic soldier skills.

total control

Continuous cadre supervision, IET soldiers restricted to company area, no free time other than 1 hour of personal time per day.

trainee

All personnel undergoing Initial Entry Training (BCT, AIT, or OSUT). Also included are those in-processing at the reception station, awaiting training in fitness training units, receiving English or foreign language training, and/or those who have completed training and remain in a holdover status. For purposes of this regulation, trainee also includes prior service soldiers, soldiers undergoing reclassification training, and personnel from other services undergoing IET on TRADOC installations.

trainee abuse

Trainee abuse is any improper or unlawful physical, verbal or sexual act against a trainee (however, this definition does not include acts involving a trainee against a trainee). Examples might include assault, extreme physical training not IAW a POI, extreme profanity, sodomy, rape, sexual harassment, extortion of money, or any personal relationship that is not required by the training mission. A trainee's consent to the act in no way affects this definition. A determination that trainee abuse has occurred may be made only by a commander IAW this regulation.

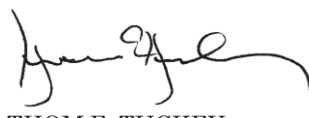
Training Requirements Analysis System (TRAS)

The purpose of TRAS is to ensure that students, instructors, facilities, ammunition, equipment, and funds are all at the right place and time to implement directed training. The TRAS is a management system that provides for the documentation of training and resource requirements in time to inject them into resource acquisition systems. TRAS documents include the ITP, CAD, and POI.

FOR THE COMMANDER:

OFFICIAL:

JOHN B. SYLVESTER
Major General, GS
Chief of Staff



THOM E. TUCKEY
Colonel, GS
Deputy Chief of Staff
for Information Management